

INTRODUCTION TO COMPUTER APPLICATION

DEFINITION AND MEANING OF COMPUTER

What is Computer? A computer is nothing but a very dumb machine that has the ability to perform mathematical operations, very rapidly and very accurately, but it can do nothing without the aid of a program written by a human being. Moreover, if a human being writes a program that turns good data into garbage, the computer will be very obediently and rapidly turn the good data into garbage. It is possible to write a computer program with one small error in it that will do everything, and in some cases appearing to be generating good data. It is up to the human programmer to design a program to achieve the desired results.

In summary, computer can be defined as an electronic machine or device which is capable of accepting data, processing data, storing and changing it into information with the aid of sets of instructions called programs and the output devices (printer).

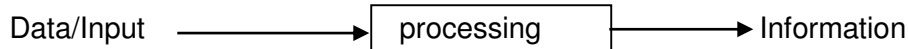
Or

Computer is an electronic machine, programmable, capable of accepting data through an input device, store the data, and bring out the result as an output through output device (e.g. Printer) with a little human intervention at a limited time.

Data: Data are the raw or unprocessed facts about anything. Data does not make sense unless they are processed, e.g. e, t, g, r, e.t.c. and details of hours worked by an employee in a school. Data may also be referred to as input. Note that the singular of data is datum.

Information: It refers to data that has been processed in such a way that it is meaningful and useful to the person who receives it. Therefore, Information is referred to as the end product of data processing, e.g. the pay slips of an employee showing gross pay, tax, net pay, e.t.c.

Information is also known as output.



CHARACTERISTICS OF COMPUTER

- ❖ Computer is electronic in nature
- ❖ It is fast and reliable
- ❖ It is versatile and flexible
- ❖ It processes, stores and permits retrieval of information for editing and updating in the future.
- ❖ Computer processes your data based on sets of instructions called **program**.
- ❖ It is durable

- ❖ It is also portable

Assignment

- Find the merits and demerits of computer
- Why it is that computer is called an electronic device?

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HISTORY OF COMPUTER

The history of computer development dates back to the period of scientific revolution between 1543 and 1678. And notable among these inventions are the following:

1. **The Abacus:** This early calculating device was developed by the Chinese as early as 500BC
2. **Table of Logarithm:** This machine which is for easy calculation, multiplication and division of large number(s) was invented by John Napier (1550-1617)
3. **Slide rule:** This is an analog calculating device which was invented by an English man called Williams Oughtred between 1574-1760 in 1620, using the principal of John Napier's Table of Logarithm.
4. **Digital Calculating Machine:** A French man Pascal Blaise (1623-1662) at the age of 19 years introduced the first digital calculating machine to assist in the addition and subtraction of columns of figures.
5. **The Weaving Loom:** Another French man Joseph Jacquard introduced this machine between (1752-1834).
6. **Difference Machine:** Charles Babbage (1792-1871) a French Professor of Mathematics at the Cambridge University developed the Difference Machine used for calculating and printing of mathematical table.
7. **Analytical Engines:** In 1833, Charles Babbage further modified the Difference Machine to an Analytical Engine that contained computer components such as **memory, arithmetic and logical unit, input derives. Output devices etc.** with instructions coded and pinched on cards. And for this work, Charles Babbage is today known as the **father of modern computers.**

CLASSIFICATIONS OF COMPUTER

Computer can be classified into the following

- By generation
- By size
- By purpose

COMPUTER CLASSIFICATION BY GENERATION

Computer can be classified by generation based on the data of manufacture into the following classes.

1ST Generation

These are computers manufactured between 1945-1949. They are made-up of **electronic valves (Vacuum Tubes)** for the circuit. The vacuum tubes required greater amount of energy and generated much heat and has the following:

- It has memory
- It occupies a large space
- It is slow
- It generates a lot of heat

2ND Generation

These were manufactured between 1950-1960 and were made to use transistors. They were smaller, faster, less expensive and emitted less heat than vacuum tubes and it has the following features:

- It was developed using transistors as the memory.
- It makes use of high level languages.
- It has high speed of operation than first generation computer

3RD Generation

They were manufactured between the late 1960s and early 1970 with integrated circuit replacing transistors. It has the following features:

- It was developed with integrated circuit (ICs)
- It gives rise to more developments in hardware technology
- It is durable and faster than first generation of computer

4TH Generation

These are manufactured between 1975-1990. This was the Era of Micro processors and the evolution of Micro Computers. The fourth generations of computers are roughly hundred times smaller than those of the other generations, yet, they are powerful than others.

COMPUTER TYPE BY SIZE

- **Super Computers:** - They are at the top of computer range; they are the fastest computers and performs hundred of calculations within a second. They are considered National Resources; very few organizations require them or can afford them. Initially, they were used for designing weapons but now, they are used for weather forecasting, biomedical research and air-craft design. Example of super computers is Paragon from International Corporation in USA and Micro-computer.
- **Main-frame Computers:** -These computers are powerful than Mini-computers. They operates at very high speed, have large storage capacities and can support hundred and sometimes thousands of users simultaneously. They are used for data processing in large organizations where the records of thousand employees have to be kept. They, however, have the following short comings:
 - ❖ They are very expensive
 - ❖ They are not portable
 - ❖ They generate a lot of heat.
- **Minicomputers:** - These can be considered as scaled down version of the mainframe computer. They are large, better and costly than PC (personal computer). They are designed to support more than one user at a time, usually up to two hundred (200) users.
- **Microcomputers:** - These are the last to be developed. They are called personal computer (PC). The reason for the name personal computer is that, it can be used at home or office environment. They have the following features:
 - ❖ It is durable and portable
 - ❖ It is cheap compared to others
 - ❖ It generate less heat
 - ❖ It is fast based on I/O input, output and memory size/speed of processor

Type of Microcomputers

- Desktop
- Laptop
- Palmtop

COMPUTER TYPE BY PURPOSE

This is further divided into two:

- Special purpose computer
- General purpose computer

Special purpose computer:- They are computers designed for a particular job or to solve problems of restricted nature. Examples are computers designed for Air-traffic control, Road Traffic etc.

General purpose computer: - These are computer design to solve wide variety of problems and can be used to carry out different jobs or tasks.

CLASSIFICATION BASE ON DATA (DEVICE) PREPARATION

- Analogue computers
- Digital computers
- Hybrid computer

Analogue computer:- These are used in scientific and engineering works and it is use to measure physical quantity that is proportional to, such as temperature, reassures, voltage and scientific applications etc. And it does not have memory facilities. Examples of Analogue computers are: stopwatch, thermometer, speedometer, Electric meter, stabilizer, Regulator etc.

Digital computers: -This is a term used to describe computers used for commercial processing. The information in the digital computer is represented in digital form. Examples of digital computers are: calculators, handsets & Microcomputers, etc.

Hybrid Computer: - It combines the properties of both the digital and analogue computers. For example, setting (programmed) on a modern day television set involves both digital and analogue. You may first select the channel (digital), you then store the station on the channel (analog), this is an example of a hybrid device. It involves different processes that combines both the properties of analogue and digital. An example is a Robot used in an industrial environment.

THE PHYSICAL PARTS OF COMPUTER

➤ **Monitor:** - It is that part of the computer that takes information from the CPU and put it on the screen for you to see when you have turned on your computer, whatever you are working on will appear on the monitor's screen. It is also called screen or VDU (Visual Display Unit). There are two types of monitors,

1. **Monochrome Monitors (Black & White):-** These type of monitors displays texts, pictures, and images in black and white only.
2. **Multi-Media (Colour) Monitors:** These monitors displays pictures in both colour, black and white. They are always divided into the following:

CGA (Colour Graphic Array)

EGA (Enhanced Graphic Array)

SVGA (Super Video Graphic Array)

➤ **Central Processing Unit (CPU):-** This is where the computer reads and carries out instruction(s). It is known as the brain of the computer system. Other names used to refer to the CPU are processor, Central processor, System box, Brain, etc.

Classification of CPU

MU (Memory Unit): it provides very fast access to the operation of the computer.

J—Links Concept

CU (Control Unit): It locates and retrieves instructions from Memory once at time.

ALU (Arithmetic Logical Unit): It carries out all arithmetic calculations on keyboard.

FUNCTION OF CPU.

- ❖ It holds program instructions.
- ❖ It carries out data processing on input data according to instructions.
- ❖ It updates a master file that needs to be changed as a result of processing.
- ❖ It produces output information by transmitting the output device.
- **Keyboard:-** This is a hardware and a rectangular-shape object which contains different types of keys, numbers, letters, symbols, and instructions. As soon as you press the any key, the pressed characters appears on your screen or instruction are carried out through CPU.
- **Mouse:** - This is a piece of hardware looking like a box which can be connected to the computer by a cable. It is hand-held and has two or more buttons i.e. the right-click and left-click buttons.

Functions of the mouse

1. To delete text in an instance
2. To insert a value into a worksheet
3. To select /highlight/move objects on a word area.
4. Use for navigation/location of a program
5. To chose command

Basic Mouse Movements

Pointing/location –This involves moving the mouse pointer until the tip rest on a specific object or area on the screen.

Clicking – This is pressing and releasing of the mouse button using the left button to make command.

Right clicking – This is pressing and releasing of the right button of the mouse to carry out a short cut command.

Double clicking – This is the pressing and releasing of the mouse button in rapid succession especially the left mouse button twice.

Dragging - This is done by pressing the mouse button down and holding it down while moving the mouse pointer over an area.

The mouse pointer can assume various shapes depending on the operation and the area it is found.

Printer – It is a device or machine which allows you to transfer, copy text and graphics from your computer to hard copy (paper). The types of printer are

1. Deskjet (print colour, black and white)
2. Laserjet (print only black and white)

STORAGE DEVICES

CD ROM (Compact Disk Read Only Memory): The compact disk (CD Drive) holds large amount of information either in the form of sound, text, graphics etc.

DISKETTE – Is a small flat magnetic device used for storing of data or information such as text and graphics and is also called magnetic disk or magnetic disc. This is slotted into the Diskett Drive.

DRIVES - These drives are piece of hard ware that read and write data to and from CD's disk, tape, etc. the most common drives are CD drive, floppy drive and hard drive.

COMPONENTS OF COMPUTER

1. **SOFTWARE**- software is a set of instruction or command given to your computer, which the computer obeys in order to perform certain operation(s). It can be an instruction or commands given to computers to perform certain task and this usually comes from the manufacturer e.g. system software and application software and computer virus.

❖ **Application software:** - These are programs designed by skilled application programmers to meet the need of the users. This is the power of the computer to solve a specific task or problem. The application software is referred to as application packages. Application software includes; Word Processing Packages like M.S. Word, Word Perfect, Word Star, and e.t.c. Spread Sheet Packages like Lotus 1-2-3, M.S. Excel, Quatro Pro, D-Base Paradox, M.S. Access etc. Accounting packages, Dac Excel, Pacioli 2000 etc., Graphic Packages; e.g Lotus Freelance, Corel Draw, Venture, etc. Architectural packages; like Auto Card, Customized Packages; Payoff Packages and Stock Control Packages, etc.

❖ **System software:** - These are programs that run the computer system and aids the application programs perform its work. It normally comes from the manufacturer .Examples are Utility Software and Language Software.

-**Utility Software:** - This is a specially developed program written to perform specific maintenance task, such as surface scanning, defragmentation, etc.

-**Language Software:** This is a specially developed program written to convert or translate high or low level programming language to human or machine language i.e. 0' and 1's. We have three types of programming languages; Assembly Language, Low Level Language and High Level Language.

2. HARDWARE: - The physical part of computer, the bits and piece of which is made up are called hardware. It can simply be defined as the physical part of computer that one can see, touch and feel. E.g. monitor (VDU), Mouse, UPS, Keyboard, etc.

Control Unit: - The control unit coordinates the various operations specified by the program instructions. These operations include receiving data which enter the computer and deciding how and when the data should be processed. The control unit corrects the operations of the ALU and direct their implementation i.e. by sending signals to the ALU, Memory, input and output devices.

J—Links Concept

Arithmetic Logical Unit: - It is the part of the CPU where the arithmetic and logical operations are carry-out. It include a special store location to hold results and some other data temporally during processing, and this store location is sometimes referred to as the arithmetic register. It is not easy to distinguish the ALU from the control unit, because they are all effective at the same time in the unit. The task of this in the CPU is to fetch program instruction in the required sequence, decode them and carry them out. The type of instruction it can carry out are very simple and basic operation Arithmetic (Addition, multiplication, division, etc.)

Input Device: - These are device that can transmit information or data into computer. The input devices are mouse, keyboard, light pen, scanner, etc.

Output Device: - These are device that can receive information from the computer through copying into hard paper or sound. Examples of output device are monitor, speaker, printer, etc.

Starting your computer:- This is the process of booting or pressing the CPU and VDU power button to start processing and this can be effective when the system has power supply from a power source e.g. PHCN, Generator, Solar energy, Battery, etc.

There are the two types of booting. Viz:

Cold Booting: - It is the starting of the computer at its state of rest by pressing the two power buttons (CPU & VDU) While

Warm booting: - is pressing the reset button to restart or using the keyboard shortcut keys Ctrl + Alt + Delete or restart your computer.

PROCESSES TO SHUT DOWN THE SYSTEM OR COMPUTER

- Click start on the window task bar
- Click turn off computer or shutdown
 - Wait a little bit another option will display again.
- Click turn off.
- Computer will automatically turn off.

STEPS OF LOADING A PROGRAM

Having boot the system,

- Click on start on the window task bar
- Click all program or programs
- Select and click the program of your choice e.g. Microsoft Word etc.

OR

When the program is on desktop use these ways:

- Click on the program and press enter key on your keyboard
- Double click on the program

- Right click and click on open

STEPS TO CLOSE AND OPEN DOCUMENT

- Click on close (x) at the top right Corner of the screen,
- The program automatically close.

STEPS TO SAVE DOCUMENT IN A COMPUTER

Having load in a program and have the document display on the screen,

- Click file
- Click save
- Name the file by typing
- Click save

STEPS TO OPEN AN ALREADY SAVED DOCUMENT

- Open a particular program in which your work is done (Microsoft Office Word or desktop etc)
- Click file
- Click open
- In the dialog box scroll and click on your file name
- Click open

STEPS TO DELETE A SAVED DOCUMENT

- Open to a program in which your work is located
- Click on file
- Click open
- Right click on your file name and selects delete or click and press delete on your keyboard.

STEPS TO RESTORE A DOCUMENT FROM THE RECYCLE BIN

- On desktop click recycle bin icon and press enter key or double click the recycle bin icon.
- Right-click your file name
- Click restores this item or restore.

STEPS TO CREATE A FOLDER ON DESKTOP.

- Right click on an empty space on the desktop or screen
- Click on new, it display the dialog box of new
- Click on “folder”

Having created a folder,

- Type your name or admission number
- Click anywhere to highlight the folder for you
- Load in the program
- Type your text

- Click file
- Select save as
- In your saving dialog box click and select your name folder with either your name or admission number.
- Click save and close

CUSTOMIZING WINDOWS

To reset the date/time

- Click start menu
- Point to settings
- Click control panel
- On the date/time dialogue box select time type and follow the required steps like selecting year, minutes etc
- Click ok

HOW TO APPLY SCREEN SAVER

- ❖ Click start menu
- ❖ Point to setting
- ❖ Click control panel
- ❖ Double click display icon
- ❖ On the display properties menu select screen saver
- ❖ Scroll to select screen type and click ok

STEPS TO FORMAT A DISKETTE

- Having inserted your diskette inside the Floppy Disk of the system
- Right click on start on window or my computer
- Right click on explore
- Also right click on 3½ floppy “A”
- Select format
- Select either quick or create by MS-DOS
- Click start
- Click ok

After a little while, the computer will complete formatting

- Click ok
- Click close

STEPS TO SAVE DOCUMENT INTO A DISKETTE.

- Insert diskette inside the Floppy Disk Drive of the computer
- Display your document on screen
- Click save as

- In the dialog box click save in to display drives
- Select and click 3½ floppy “A”
- Name the file by typing
- Click save

STEPS TO SAVE AND ALREADY SAVE DOCUMENT INTO A DISKETTE

- Insert diskette into the Floppy Disk Drive of the computer
- Click file
- Click open
- Scroll and right click on your file name
- Select send to
- Click on 3½ floppy “A”

COMPUTER APPLICATION AREAS

Computer has been applied and is still being applied to almost many areas of human life. The following are the areas that computer can be used:

1. Office purpose:

Computer is used in offices for typing memos, letters, records etc., with the use of word processing packages. It is also applied for desktop publishing, graphical application packages, this is for the newspapers houses. Records keeping of people’s data are done using the computer and there is limited access to information especially when they are confidential

2. Businesses:

In business houses like banks, insurance companies, accounting firms etc. they all use computer for keeping of records and balancing of accounts and ledgers.

3. Law profession:

Records of past cases are stored in the computer for easy and fast access and reference to help lawyers when preparing a new case.

4. Medicine:

Computers are used for diagnosing patients, operations and keeping records of patients.

5. Engineering: Computers are used for designs and measurement of various kinds, measurement can easily be done and results are seen on the screen immediately. This helps engineering designs and makes them easier than when using manual methods.

6. Education:

Computer is applied as learning tools and keeping of Academics records of students. As a learning tool, it helps students to be more exposed and to have great potential.

7. Research:

When researches are being conducted, the process of analysis, the obtained data can be cumbersome and time consuming; it can take weeks, months and even years for this to be done. But with the aid of computer, researches are conducted and analyzed with ease.

8. Government:

The government applied computer operation in the field of census. It is used for compiling census and survey data. Thus, computer application in census counting will make it fast and easy, computer is still used for budget planning, economic planning and forecasting.

COMPUTER VIRUS

Viruses are actively infectious computer program that destroys valuable data and programs. A virus places copies of its self into other applications and programs and hence, spreads the infection. When a program file that is infected with virus is executed, the virus reaches the RAM and then stay there even after execution of the program has been completed. When the next program is executed the virus infects the new file, if this is taken to another machine, that machine also become infected. Examples of Virus are: Raila Odinga, Trogen Horse, etc.

Effects of Virus.

- Virus corrupt data in files
- Virus cause improper display of VDU
- Virus cause deletion of files on the disk
- Virus cause increase in the size of files
- It makes the computer very slow
- Virus makes system behave abnormal (by tripping off the system)

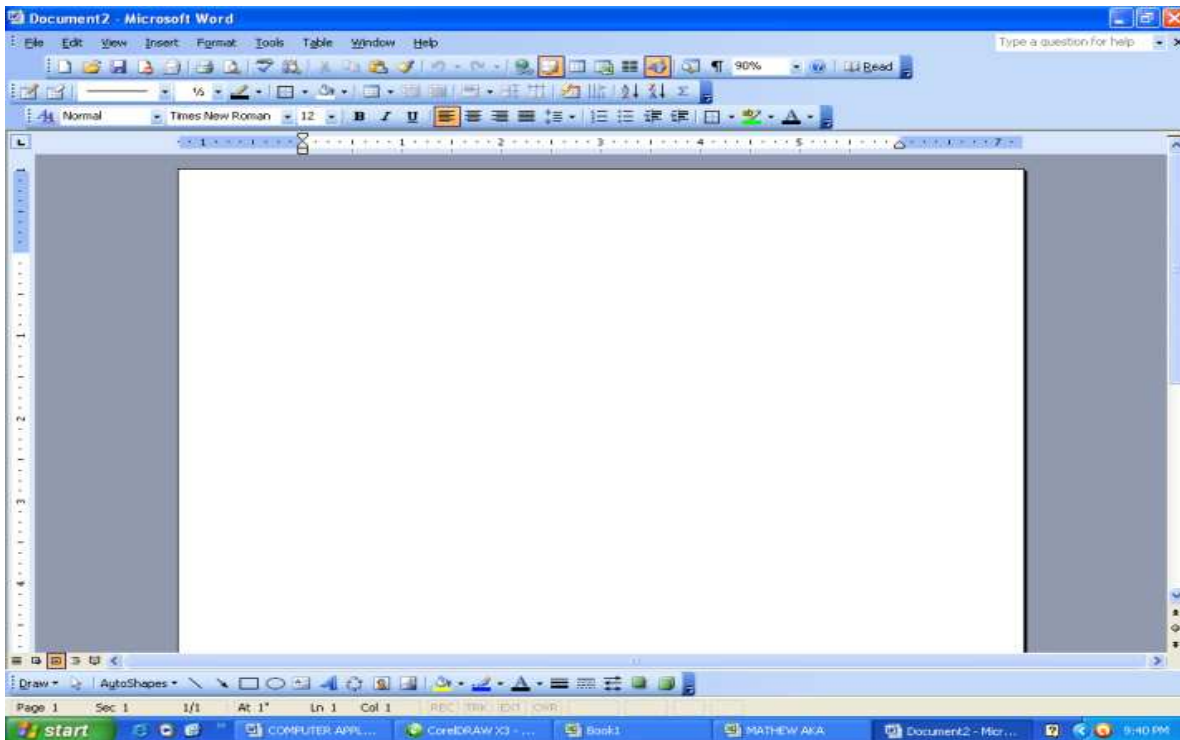
Anti-virus software: - This detects and clean only virus that has been programmed to detect and clean. Thus anti-virus can detect only the viruses that are known at the time. Example of Anti-Virus are: Avast, Norton, Kerpersky, Avira, etc.

WHAT IS MICROSOFT WORD?

Microsoft word is a word processing application software. It can be used to write anything; a small paragraph, a list or even a long document. You can edit it and give a variety of layout to a word document. You can also check spellings, grammar and pictures in your text.

Therefore, Microsoft word can simply be defined as a program that enables the user to type, edit, and format text.

Microsoft office word window



WORD WRAPPING

In the Microsoft word environment, as in most word processing packages, you do not need to press enter key while you are typing to go to the next line when the end of the line is reached, this concept is known as ***word wrapping***. You only use the enter key when you have reached the end of a paragraph in which case, you probably have a short line or when to begin a new paragraph or create a space between paragraphs.

HOW TO OPEN MICROSOFT WORD

- Place the mouse pointer (cursor) over the start button on the task bar at the windows or desktop and click.

J—Links Concept

- Move the mouse pointer (cursor) up until programs is highlighted.
- Programs submenu will appear to the right on the programs, click on Microsoft word to open.

The small blinking vertical line that you see on the word screen is called the cursor.

FEATURES OF MICROSOFT WORD AREA

1. Title Bar
2. Menu Bar
3. Standard Tool Bar
4. Formatting Tool Bar
5. Ruler
6. Text Area
7. Drawing Tool Bar
8. Status Bar
9. Vertical Scroll Bar
10. Horizontal scroll bar
11. Scroll Box
12. Scroll-up Arrow
13. Scroll-down Arrow
14. Right Scroll Bar
15. Left Scroll Bar
16. Previous Page(page up)
17. Next Page (page down)

Let us now study each of the above features of the Microsoft Word window

TITLE BAR

Title bar displays the name of the program. It has three buttons on the right hand side corner.

Minimize Button

If you click on the minimized button, the window will be minimized (made small) it will disappear from the desktop and there appear as a button on the task bar you can restore (bring back to original size) the window by clicking on this button on the taskbar.

Restore Button

The button with two squares is called the ***restore down button***. If you click on the restore down button the window will be made smaller. In the smaller window, this button will have one square on it, it is called the maximize button.

Close Button

The button with a cross sign is called the close button. Click on the close button to close the program (Microsoft word).

MENU BAR

The menu bar contains the following main menus: ***File, Edit, View, Format, Tools, Tables, window and help i.e. in Office 2003.***

If you click on any one of these menu buttons, you can see a drop-down menu which has a list of tools or commands that helps you to work on Microsoft Word document.

STANDARD TOOLBAR

The standard tool bar contains the icon buttons of tools frequently use in a word document. If you place the mouse pointer over an icon button for a few seconds, a second screen tip will show the name of the tool and its keyboard shortcut which is displayed in bracket.

FORMATTING TOOLBAR

The formatting toolbar contains the main layout options which help you to decide how your text will appear on the word screen.

RULER

The ruler displays the margins of the text you type in Microsoft Word documents.

DRAWING TOOLBAR

The drawing toolbar contain tools you can use to work with pictures or graphics in your text.

STATUS BAR

The status bar displays the current status of the document. It displays the current page that you are typing in, the line number, column and other information. This is mostly found just below the text area.

VERTICAL SCROLL BAR

The vertical scroll bar is used to move vertically through a long document. You can use the scroll bar to move the page up or down.

HORIZONTAL SCROLL BAR

The horizontal scroll bar is use to view a wide document horizontally by clicking on the arrow pointing left or right and drag to shift the paper to left or right.

FONT

The characters (letters) used in a text are called fonts. E.g. ***Courier New, Time New Roman, Tahoma, Century, Gothic, Monotype Corrial.***

How to Apply Font Character

- ✓ Highlight or select text
- ✓ Click font icon or formatting toolbar
- ✓ Select the font character you need

Or

- ✓ highlight text

- ✓ go to format and select font
- ✓ select the character in the dialog box
- ✓ click ok

TO APPLY FONT STYLE

The manner or style in which a text is displayed is called **font style**. There are two font style icons on the formatting toolbar.

- ✓ **Bold**: the characters of the text are displayed in dark-thick font style.
- ✓ **Italic**: the characters of the text are displayed in sloping forwards.
- ✓ **Bold Italic**: the character of the text are displayed in dark-thick and slanting form.

The two font style can be apply to a text by selecting a text and click in any of the two of your choice.

CHANGING FONT SIZE

Font size means the size of the characters (letters). The font size is measured in point's e.g. *Century Gothic 10 points, Courier new 14 points etc.*

HOW TO APPLY FONT SIZE

- ✓ Highlight text after typing
 - ✓ Select the size you want on formatting toolbar
- Or
- ✓ Highlight text
 - ✓ Go to format and select font
 - ✓ Select the size under font
 - ✓ Click OK.

INSERTING COLOUR

- ✓ Highlight text
 - ✓ Click color icon symbol "A" on formatting toolbar
 - ✓ Select the colour desired
- Or
- ✓ Highlight text
 - ✓ Click format on your menu bar
 - ✓ Select color from font color list
 - ✓ Click ok

LINE SPACING

- ✓ Highlight text
 - ✓ Ctrl+2 for double line spacing
 - ✓ Ctrl+1 for single line spacing
 - ✓ Ctrl +5 for 1.5 line spacing
- Or

- ✓ Highlight text
- ✓ Click format and select paragraph
- ✓ In your paragraph dialog box select the spacing you want under line spacing
- ✓ Click ok

PAGE NUMBERING.

- ✓ Click insert on your menu bar
- ✓ Select page numbers
- ✓ Select the position and alignment
- ✓ Click ok.

BORDERS AND SHADING

Select the object i.e. characters, word, text, paragraph, graphic or table that you want to enclose in a border and then from the format menu, click on borders and shading. The borders and shading dialog box appears. Select the tab within the dialog box. You can customize the border you want to use, using the following settings:

OPTION DESCRIPTION.

Setting: allows you to define what sorts of border you would want to use. Choose from box, shadow, 3-D or custom. If you are applying a border to a table, you will also have the option of 'all' and 'grid'.

Style: allows you to define the sorts of line that will be used for the border.

Color: allows you to define the color used by the border.

Width: allows you to define the thickness used by the border.

Preview: allows you to preview the effects of the various formatting combination you have used to create your border.

- ✓ Click format on your menu bar
- ✓ Select borders and shading
- ✓ Select the style you want
- ✓ Click ok

HOW TO REMOVE BORDER

Click on your menu, choose borders and shading. The border and shading dialog box appears with the borders folder displayed. Select **NONE** from the preset thumb nail border type to remove the border, choose ok or press enter.

TO ADD A PAGE BORDER

From the menu, choose borders and shading. The border and shading dialog box appears with the borders folder displayed.

Select the page border tab and from the setting section of the dialog, select the required effect, i.e. box, shadow, 3-D etc.

You can select from a range of line styles.

You can select from a range of colors

You can select from a range of line widths.

You can select from a range of art effects.

INSERTING WORD ART

- ✓ Highlight text
- ✓ Click word art icon, a symbol 'A' slide.
- ✓ Select the style you want
- ✓ Click ok
- or
- ✓ Click insert on menu bar
- ✓ Select picture
- ✓ Click word art
- ✓ Type in your text
- ✓ Click ok

INSERTING CLIP ART

- ✓ Click insert on menu bar
- ✓ Select picture
- ✓ Click clip art
- ✓ Select the group that matches your requirement e.g. Computer, Academic, Car, Animals etc.
- ✓ Use the scroll bars to scroll down through the available Clip Art
- ✓ Click on what you want to insert.

CREATING TABLES

- ✓ Click table on your menu bar
- ✓ Select insert and click table on a drop down menu
- ✓ In the dialog box, specify the number of rows and columns of your choice
- ✓ Click ok

DELETING ROWS

- ✓ Select the table you would want to delete
- ✓ Click table on menu bar
- ✓ Select delete and click

DELETING COLUMNS

- ✓ Click table on menu bar
- ✓ Select delete and click column on drop down menu

INSERTING MORE COLUMNS

- ✓ Place your cursor where you want to add more columns
- ✓ Click insert column

- ✓ Column will now be added

INSERTING MORE ROWS

- ✓ Place your cursor where you want to insert the row
- ✓ Click table on the menu bar
- ✓ Select insert row
- ✓ Click on row below or row above

TO MERGE THE COLUMNS OR ROWS

- ❖ Highlight the columns or rows that you would want to merge
- ❖ Click table on menu bar
- ❖ Click merge cells

TO SPLIT EITHER ROW OR COLUMN

- ❖ Click and highlight the column or row that you want to split
- ❖ Click table
- ❖ Click split cells
- ❖ In the dialog box state the number of row or column you want

SELECTING PAPER SIZE

- ❖ Click file on your menu bar
- ❖ Click page set-up
- ❖ In the dialog box, click paper
- ❖ At the paper size click and scroll down to the size for your choice
- ❖ Click ok

SELECTING PAPER ORIENTATION

- ❖ Click file on menu bar
- ❖ Click page set-up
- ❖ In the dialog box select orientation i.e. click on either ***Portrait Or Landscape***
- ❖ Click ok

PAGE SET UP

- ❖ You can adjust the margin of a paper by using page set up
- ❖ Click file on menu bar
- ❖ Click page set up
- ❖ In the dialog box, adjust the number of top, bottom, left and right to your choice.

TO SET MARGIN USING THE SET UP COMMAND

From the file menu, choose the page set up command, the page set up dialog box is displayed, select the margins tab

TOP: to set the top margin

BUTTON: to set the bottom margin

LEFT: to set the left hand margin

RIGHT: to set the right hand margin

GUTTER: to set the gutter margin width between pages to allow you to begin.

NOTE: the higher the number goes, the more the space

- ❖ Click ok

INSERTING SYMBOLS

- ❖ Click insert on menu bar
- ❖ Click symbol
- ❖ In the dialog box, select the symbol(s) you want
- ❖ Click insert
- ❖ Click close

COPYING TEXT

- ❖ Highlight the text you want to copy
 - ❖ Click edit on menu bar
 - ❖ Click copy
 - ❖ Paste what you have copied where you want to place it
- Or
- ❖ Highlight text
 - ❖ Press ctrl + c on your keyboard

Superscripts (2340²)

- ❖ Highlight the text to be up beyond the normal line
- ❖ Click format on the menu bar
- ❖ Click on font
- ❖ In the dialog box click superscripts
- ❖ Click ok

Subscripts (2340₂)

- ❖ Highlight the text to be taken down below the normal line
- ❖ Click format on the menu bar
- ❖ Click font
- ❖ In the dialog box click on subscript
- ❖ Click Ok

CHANGE CASE

A text can be changed in terms of small or capital letter. There are various cases in M.S. Word.

- Sentence case:** in which every alphabet after full-stop is going to be capital letter automatically.
E.g. **Sentence case**
- Lower case:** all the letters are to be in small letters. E.g. **lower case**

J—Links Concept

- iii. **Upper Case:** All the letters are to be in capital letters. E.g. **UPPER CASE**.
- iv. **Title Case:** Every first alphabet of a word is to be capital letter E.g. **Title Case**.
- v. **Toggle Case:** Every first alphabet of a word is to be small letter. E.g. **tOGGLE cASE**.

To apply the above cases

- ❖ Click format
- ❖ Click change case
- ❖ Select any case of your choice
- ❖ Click ok

INDENTATION

- ❖ Highlight text you wish to indent
- ❖ Click format and select paragraph
- ❖ In the paragraph dialog box select indentation i.e. any number of your choice both left and right
- ❖ Click ok

FIND AND REPLACE A WORD

- ❖ Click at the beginning of the first paragraph
- ❖ Click edit on menu bar
- ❖ Click find
- ❖ Type the wrong word that you want to change at where it is written, “find what”
- ❖ Type the right word that you want to replace the wrong with at where it is written “replace with”
- ❖ Click ok

DROP CAP:

At times, first alphabet of a sentence or the whole text is in different form called the Drop Cap, e.g

Computer is an electronic machine programmable, capable of accepting data through input device which store data, process the data and give out the result through an output device with little human intervention at a limited time.

TO APPLY THE DROP CAP

- ❖ Type all that you want to type no matter how mega is the work,
- ❖ Click on the first line in which you want to apply the drop cap to so that the cursor should be blinking on the line.
- ❖ Click format on menu bar
- ❖ Select the kind of drop of your choice
- ❖ Select the space between the drop cap and other text
- ❖ Click ok

INSERTING OF COLUMNS

- ❖ Select format on menu bar
- ❖ A dialog box will appear
- ❖ Select columns
- ❖ On the dialog box of columns, specify the number of columns you want or columns at the right or left side
- ❖ Click Ok.

NUMBER AND BULLETS

Click where you want to insert number or where you want the number to start.

- ❖ Click format on menu bar
- ❖ Click bullets and numbering
- ❖ In the dialog box select either number or bullets
- ❖ Select any bullets or number of your choice
- ❖ Click ok

SPELLING AND GRAMMAR

Words spelt incorrectly will be underlined in **red**. However, there are British words and dialectic words that the computer may not recognize and invariably will display such words in red underlined. You can run the spell checker program at any time by clicking on the spelling icon in the standard toolbar (or pressing f7). You can also check the grammar used within your document.

If you enter an incorrectly spelt word and wish to correct it immediately, then, as soon as the red underlining is displayed, right click on the word and a dialog box will be displayed suggesting alternatives, correctly spelt words. Click on the correct spelt word.

- ❖ You can also click the tools drop down menu and select the options command.
- ❖ Click on the spelling and grammar.

TO CHECK SPELLING AND GRAMMAR

Place the insertion point where you want the spell check to begin, or select the text you wish to check. From the tools menu select the spelling and grammar command, or press f7, or click on the spelling icon on the standard tool bar to display the spelling and grammar dialog box. The first unmatched word will be displayed in the “not in the dictionary text box”. You can select one of the following actions:

Ignore: leaves the word as it is

Ignore all: will not change any further occurrences of the word.

Add: add the word to the dictionary.

Change: will change the word to the suggested word, or the word you type, in the “not in the dictionary text box”.

Auto correct: enables the auto correct feature for any further occurrences of the selected word.

Cancel: exit the spell check.

Dictionary language: Allows you to select the language used for spelling checking.

Undo: will undo the previous correction.

Suggestions: A list of suggested corrections from which you can choose a word to replace the currently selected word,

Options: Enables you to change the spell checking options.

Delete: deletes a duplicated occurrence of a word, e.g. if you type “the the” selecting delete will remove one of them.

ADD AUTO-SHAPES TO A DOCUMENT: CHANGE LINE COLOURS, CHANGE AUTO-SHAPE FILL COLOURS.

You can create simple illustrations, such as geometric pictures or flowers without needing to leave word for windows. These can contain preset colors for line color or color fills. You can create a drawing which contains many objects, i.e. circles squares or lines, and they can be layered behind each other.

From the view menu, select print layout. This is the only mode in which you can draw objects in a word document.

From the view menu, select toolbars and choose drawing or right click on an existing toolbar and choose drawing from the drop down list.

In the drawing toolbar click on the auto shapes button and choose a shape from one of the menus as illustrated.

Draw your object on the document by dragging the mouse and holding down the left mouse button.

PRINTING A DOCUMENT FROM AN INSTALLED PRINTER

- ❖ Open the document that you want to print.
- ❖ From the file menu, select the print command
- ❖ Or press Ctrl + P to display the print dialog box

ALL: will print all the pages of a document.

Current page: will print the page currently displayed in the screen only

Pages: allows you to print a single page, a range of pages, or disconnected groups or range of pages, i.e. 1-5- 10, 20, 25-35.

To print the document, click on the ok button or press enter.

SUMMARY OF SHORT CUT KEYS IN M.S. WORD

TO APPLY		PRESS
Select all	-	Ctrl+ A
Bold	-	Ctrl + B
Italic	-	Ctrl + I
Under line	-	Ctrl + U
Word underlines	-	Ctrl +shift + W
Double underline	-	Ctrl + shift + D
Font dialog box	-	Ctrl + D
New	-	Ctrl +N
Save	-	Ctrl + S
Open	-	Ctrl +O
Centre Align Text	-	Ctrl + E
Left Align Text	-	Ctrl +L
Right Align Text	-	Ctrl + R
Justify Align Text	-	Ctrl + J
Cut	-	Ctrl + X
Copy	-	Ctrl + C
Paste	-	Ctrl +V
Go to	-	Ctrl + G
Word Count	-	Ctrl +shift G
Reduce forward	-	Ctrl + Y
Undo backward	-	Ctrl + Z
Display start menu	-	Ctrl + ESC
Make Text superscript	-	Ctrl + shift =
Make Today's subscript	-	Ctrl + =
Enter Today's	-	Alt + shift D
Enter Present Time	-	Alt + shift T
Double line spacing	-	Ctrl + 2
Single line spacing	-	Ctrl + 1
1.5 line spacing	-	Ctrl + 5
Thesaurus	-	Shift + F7
Find	-	Ctrl + F
Replaced	-	Ctrl + H
Apply Maximize	-	Ctrl + F10
Apply Restore	-	Alt + F5
Apply Bullet list	-	Ctrl + shift + L
Apply open and close Bracket	-	Ctrl + F9
Change case	-	Shift + F3
End of line	-	End
End of document	-	Ctrl + End
Beginning of line	-	Home
Beginning of document	-	Ctrl + Home
Print	-	Ctrl + P
Print Preview	-	Ctrl + F2
Close window	-	Ctrl + W
Increasing Font size	-	Ctrl +]
Decreasing Font size	-	Ctrl + [
Next window	-	Alt +F6
Copy Format	-	Ctrl +C
Paste Format	-	Ctrl + V
Font Style	-	Ctrl + Shift S

MICROSOFT EXCEL

MICROSOFT EXCEL is an application software that is designed in rows and columns with cells which is use for performing arithmetic and logical operations and analyze any financial problems. On every worksheet, there are 256 columns and 65,536 Rows and 16,777,216 cells available on a work sheet.

IMPORTANCE OF EXCEL

- 1) It is use for computation of staff pay-role.
- 2) It can serve as data base (where records are kept)
- 3) It can be use to prepare students' results
- 4) Also for preparation of budget
- 5) It is use for preparation of account of an organization.

FEATURES OF MICROSOFT EXCEL

- Title Bar
- Menu Bar
- Standard Tool Bar
- Formatting Tool Bar
- Status Bar
- Formula Bar
- Address Bar
- Drawing Bar

Work Sheet:- Is the entire working area in M.S. Excel

Spread Sheet:- Is a selected area in worksheet for calculation

Columns:-Are vertical lines running from to down in a worksheet

Rows:-Are horizontal lines running from left to right in a worksheet

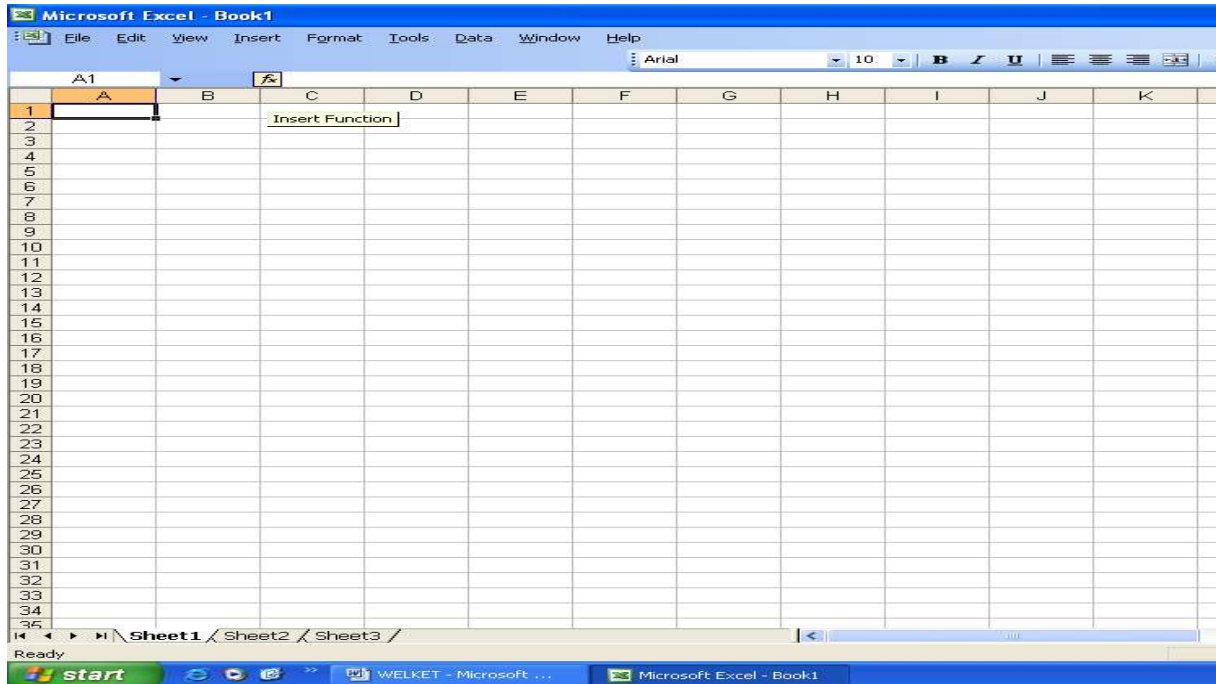
Cells:- Is the intersections between the columns and rows.

To add row or column to the worksheet you choose the insert Rows or insert Columns command. To delete a row or column, you select a row or column and then choose the edit, delete command. The easiest method for choosing the insert or delete command is by right clicking the row number or column letter in the frame area.

J—Links Concept

- To add a blank column, move the cell pointer to where you want the column inserted. (note although the column location is important, you may select any row) for this step:
 - Choose delete
- **Cell Fill Handle**:- Is a small black box located at lower right corner of a selected cell

THE MICROSOFT EXCEL ENVIRONMENT



MATHEMATICAL OPERATORS

Operators are special symbols or arithmetical symbols used on the application for performing arithmetical operations e.g. Addition, Asterix (Multiplication), Division, Subtraction, Greater than & Less than.

OPERATORS

MEANING

+	(plus)	Addition
-	(minus)	Subtraction
*	(Asterix)	Multiplication
/		Division
<>		Less & Greater than
^		Exponential

How to add more Sheet(s) to a Workbook

- Click on insert on the menu bar
- Select worksheet

Note: There are three worksheets on a workbook by default setting. Therefore, one can add worksheet to a workbook.

To Delete a Worksheet

- Click or select the sheet you want to delete
- On Edit menu, click delete sheet
- The sheet will now be deleted

How to Rename a Sheet

- Right-click on the sheet you want to rename
- Click on rename
- Give it a name you want to use.
- Or
- Click on format on menu bar
- Click sheet
- Click on rename
- Type the name you want to change

Steps of Increasing Columns Weight.

- Click on format on menu bar
- Click on columns
- Select the number of weight of your own choice
- Click OK.

Steps of Increasing Rows' Height

- Click on format on menu bar
- Click on rows
- Select the number of the height of your choice
- Click OK

How to Add Comment to a Cell

- Right-click on the cell you intend to give it a comment
- Click on insert comment
- Type the comment you want to give the staff
- To view the comment, select outside where a red angle is. This indicates the position where the comment is.

To Delete a Comment

- Right-click on the comment
- Click on delete comment
- The comment goes away.

THE SUM FUNCTION

The first step in using the sum function is to move to the cell where you want the result to appear, functions like formula, begin with an equal sign to inform Excel to expect a function name as oppose to text label. The syntax for the sum command is “= sum” [cell range], where the cell range is the block of cells to be summed. You can enter the cell range by entering it on the address bar or by highlighting the block of cells using the mouse.

THE AUTO SUM BUTTON

The auto sum button is use to automatically sum a cell range. To auto sum a cell range, you position the cell pointer where you want the result to appear and click the auto sum button once. Excel enter the sum functions with its best guess of the desired cell range. If the range is correct, press enter to complete the entry. You can also by-pass the need to press enter key by double clicking the auto sum button with the cell pointer in the desired cell.

MATHEMATICAL AND STATISTICAL FUNCTIONS

	FUNCTION	SYNTAX	DESCRIPTION
•	SUM	RANGE	add together a range of cell.
•	AVERAGE	RANGE	determines the average value in range cell.
•	MAX	RANGE	determines the maximum value in range cell.
•	MIN	RANGE	determine the minimum value in a range of Cell.

Let’s begin to learn some simple calculations using spreadsheet.

Assuming you are asked to calculate 2 plus 2, (2 + 2) in data sheet, we have so many ways of adding in data sheet.

When the two figures are there, such as

	A	B	C	D	E	F	G
	2	2	=A+B				

It shows that after an equal sign one should click on the figures directly with a plus sign using keyboard and lastly press enter, immediately the answer will appear. E.g.

	A	B	C	D	E	F	G
1	2	2	4				
2							
3							

Using cell-fill handle

S/N	A	B	C	D	E	F	G
1	1		4580	87	C1:D1		
2	2		456	47			
3				250			
4			340	56			
5							

	A	B	C	D	E	F	G
1	1		4580	30	4620		
2	2		456	40	496		
3	3		60	250	310		
4	4		340	56	396		
5	5						

	A	B	C	D	E	F	G
1	S/N	Description	Quantity	Unit Price	Total		
2	1	Maize	50	7300	=C2XD2		
3	2	Rice	45	12000			
4	3	Beans	13	5000			
5							

PREPARATION OF VOUCHER USING MICROSOFT EXCEL

NAME	GRADE LEVEL	STE PS	ABS	MB S	HOU SE	TP	FEE-DING	GRO SS	TAX %	Dues %	TO-TAL	NET PAY
James	6	4	3000		200	250	1000					
Paul	8	7	6000		200	250	1000					
Mercy	4	2	2000		200	250	1000					

FORMULARS

ABS = Annual Basic Salary - MBS + House + TP + Feeding Press enter = Gross.

MBS = Monthly Basic Salary - Divide ABS into 12 e.g 10000/12.

TP 1% = Transport Allowance - 1/100 x MBS press enter.

GROSS = Sum all MBS + all the Allowance - MBS + Feeding + House etc.

TOTAL DEDUCTION - Sum all the deductions e.g payee + dues etc.

NET PAY - Gross – Total Deductions.

The table below described the voucher at completion.

NAME	G/LEVEL	STEPS	ABS	MBS	HOUSE	TP	FEEDING	GROSS	TAX	Dues 2%	TOTAL /D	NET PAY
James	2	4	5000	416.66667	200	300	1000	1916.6667	500	8.333	508.333	1408.33
Paul	4	7	8000	666.6667	200	300	1000	2166.6667	500	13.333	513.330	1654.33
Mercy	3	2	6000	500	200	300	1000	2000	500	10	510	1490

WORKING WITH CHARTS

PART OF CHART WINDOW

Component

Chart and chart frame: the areas inside a chart, including plot area, titles axis, legend and other objects.

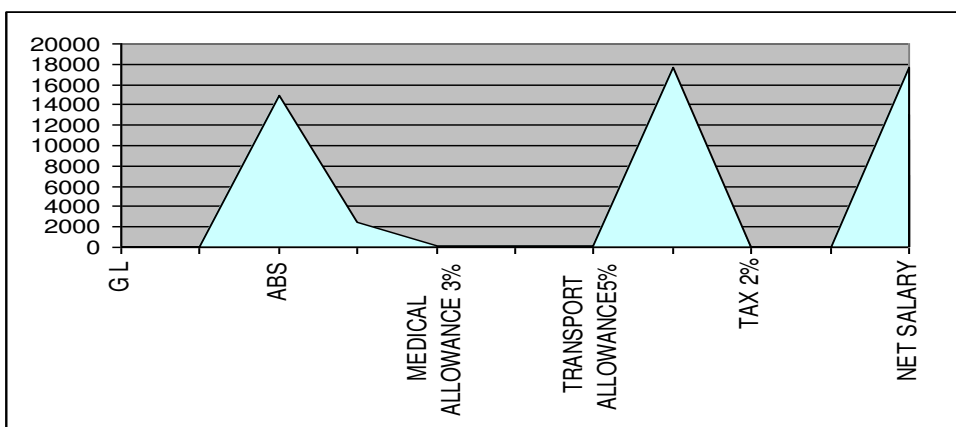
Plot area and plot frame: the area for plotting values from worksheet; the plot area contains the axis and data series.

Axis (x and y) and access title: most charts a horizontal on x and a vertical on Y axis for plotting values.

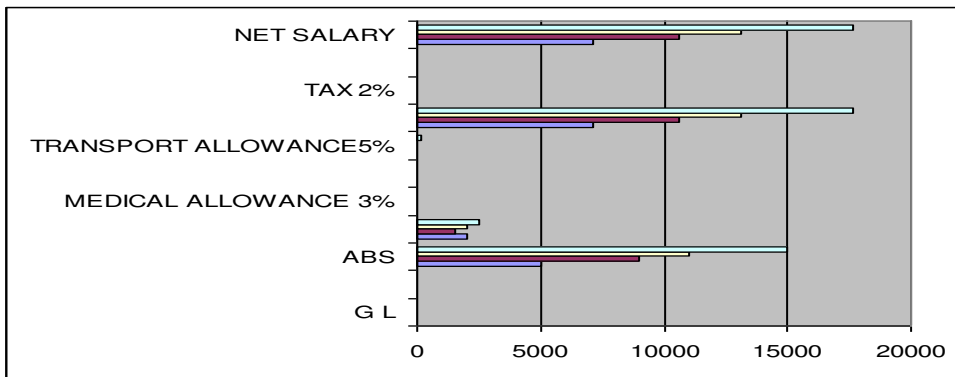
Data marker: a single dot, or symbol that represents one number from the work sheet.

Data series: a series of related values from the work sheet. A data series consist of related data markers.

Legend: a key for describing the different data appearing in the plot area. By displaying the sum of the plotted values, an area chart also shows the relationship of parts to a whole.

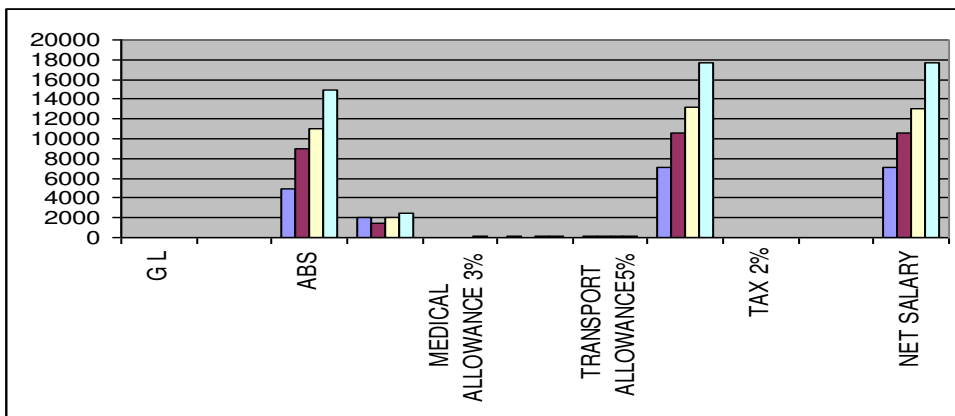


BAR CHART: Compares data elements over a period of time. Data that is arranged in columns or rows on a worksheet can be plotted in a bar chart. Bar chart illustrates comparison among individual items.

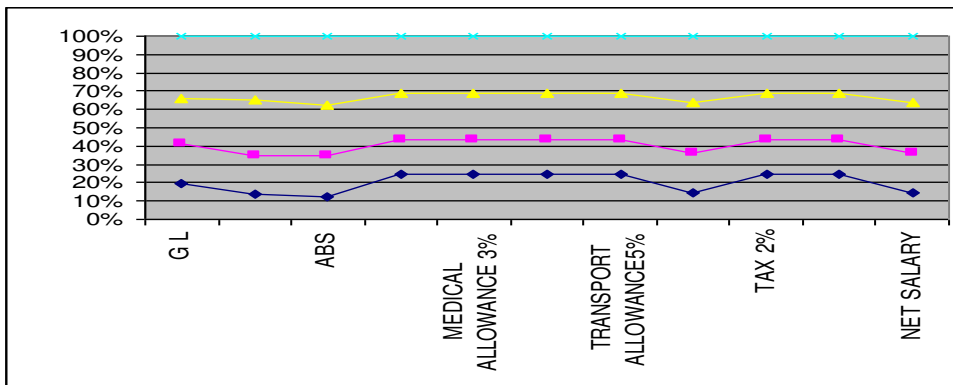


COLUMN CHART: Compares data elements over a period of time. Data that is arranged in columns or rows on a worksheet can be plotted in a columns chart. Column charts are useful for showing data changes over a period of time or of illustrating comparisons among items.

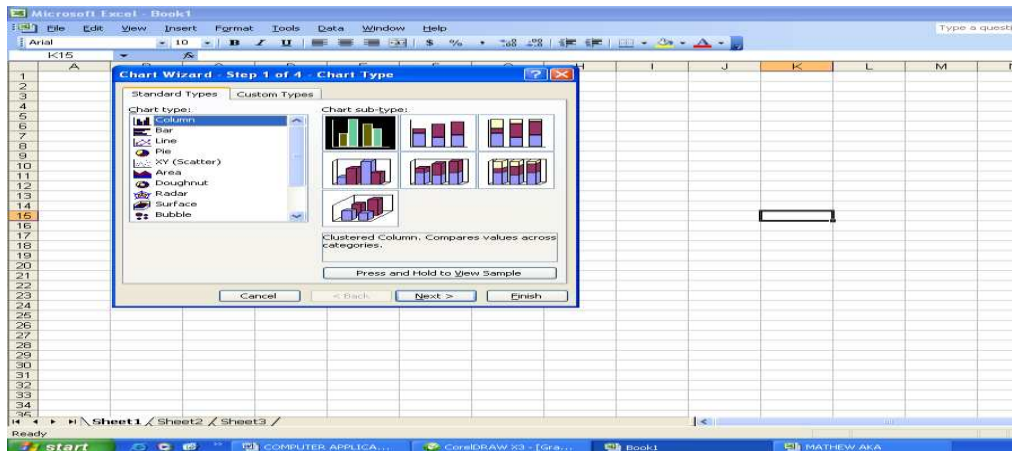
In column charts, categories are typically organized along the horizontal axis and values along the vertical axis.



LINE CHART: shows the proportion of each individual element when compared to the total. Data that is arranged in columns or rows on a worksheet can be plotted in a line chart. Line charts can display continuous data over time, set against a common scale, and are therefore, ideal for showing trends in data at equal intervals. In a line chart, category data is distributed evenly along the horizontal axis, and all value data is distributed evenly along the vertical axis.



SELECTING A CHART TYPE



There are different charts and formats to choose. Then, in the gallery, as summarized in the table above, it shows you how to access these different chart formats.

Perform the following steps:

- Ensure that the chart sheet is the active chick weights tab.
- To select a different chart type. Choose format, chart type, the dialog box in the table above appear.
- In the chart type dialog box, you can customize the chart, select 3-D option button under the chart dimension group, select 3-D bar option.

TWO METHODS OF CREATING CHART

- You can create a new chart by selecting worksheet information and then choosing insert, chart, as new sheet command. This method adds new chart sheet to the workbook and creating computer based presentations and slides shows

Embedded chart: to create an embedded chart, select the worksheet information that you want to plot and click the chart wizard button, choose the insert chart on the sheet command. The chart wizard guides you through series of dialog boxes.

LETS LOOK AT WHAT WE CALL FILTER

This is use to query out (select) information on the worksheet. It can be found under data of the menu bar.

Let's assume that the company wants to get the top 10 first customers that purchase the highest quantity within that period.

Then, do this

- Select the total cell
- Click data under menu bar
- Click at filter
- Click auto filter
- It gives some arrows on each columns headings
- Search for total and click on the arrow
- Select top 10
- Select ok
- It automatically selects the 10 highest customers

How to Customize the Number we Want

- Select the cell you want to customize
- Click on data on the menu bar
- Select auto filter
- Click on total
- Click custom
- Select greater than or equal to
- Type or enter the amount you want to customize
- Click ok
- This automatically brings out the purchase up to that amount or greater than.

MICROSOFT POWERPOINT

DEFINITION OF M.S. POWERPOINT

LESSON ONE

Microsoft PowerPoint is a graphic presentation application program which consists of different Designs use for presentation.

PowerPoint is upgraded from version to version like windows 98 M.S. Power Point, 2000, 2003, 2007 and 2010 or XP Professional. This is due to the need of the users whereby, if the program do not have some features and the need has come, there must be a need for modification, this have simply explained why programs are often upgraded into version.

M.S. POWERPOINT AS A COMPARATIVE APPLICATION

The concept 'comparative application' refers to the idea of how M.S. PowerPoint is different from other application software in windows operating system, it is also the different facilities present in all facilities in M.S. PowerPoint but on other application. Some of the facilities in M.S. PowerPoint that makes it different from other window based applications are as follows:

- ❖ **SOUND:** M.S. Power Point has the facility to incorporate sound to both texts and objects or image.
- ❖ **SLIDE:** This is a page on which characters are being typed and also graphics are inserted in preparation for a presentation.
- ❖ **SLIDE LAYOUT:** This is a template on which text boxes are inserted in different format.
- ❖ **ANIMATION:** PowerPoint has the ability to make object(s) or text(s) to move as if it is dancing or tackling.
- ❖ **SLIDE TRANSITION:** The slide can be made out in different styles base on your command either by mouse click or automatic timing.
- ❖ **CUSTOM ANIMATION:** This is an option that allows the computer user to customize the effects inserted on any given object(s).
- ❖ **SLIDE DESIGN:** This is an option that allows the computer user to select any background of his or her choice for a presentation.
- ❖ **SLIDE SHOW:** The short cut key is F5. This is an option that allows a presenter to play or run his/her slides.
- ❖ **LIVELY SHOW:** This contains all of the above which can be sweetable for television or movie entertainment.

LAUNCHING MICROSOFT POWERPOINT

1. Click star
2. In the primary page that appear,
3. Go to all programs
4. In the secondary page
5. Go to M.S. Office
6. Click power point

HOW TO SAVE

-  Click file menu
-  Click Save (if it is the first time of saving)
-  Click Save As (for any other saving)
-  Delete the name or the text in the file name box.
-  Type the name you want to save the file with
-  Click save tab.

CLOSING APPLICATION

1. Click file menu
2. Choose close option from the dropdown list.

HOW TO CREATE NEW PRESENTATION

-  Using Auto content wizard
-  Using Design Template
-  Using Blank Presentation
-  From an existing presentation

USING AUTO CONTENT WIZARD

-  Click file menu
-  Click New
-  At the task-pane, at your right hand side, click auto content wizard tab among the options
-  Click next from the auto content wizard.
-  Select the type of presentation you're going to give (i.e. All, Generate, corporate, project or sales/marketing)
-  Click next
-  What type of output will you use (i.e. on-screen presentation or web etc.)
-  Click next
-  Click finish
-  Click and highlight any item(s) or text to replace with yours.

USING DESIGN TEMPLATE

-  Click file menu
-  Click new
-  Click design template from the task panel
-  Click the design or the background you need.

USING BLANK PRESENTATION

-  Click file menu
-  Click blank presentation from the task panel

N.B: there are three layouts for you to choose from which are:

1. **Text layout:** it is mainly for text and title
2. **Content layouts:** it is mainly for objects or images
3. **Text and content layout:** it contain both the two i.e texts and objects

CREATING PRESENTATION FOR ENTERTAINMENT OR MOVIE

In this aspect, only two ways out of four are used i.e. design template and blank presentation not auto content wizard because auto content wizard is normally used for lecture presentation.

HOW TO ADD MOVIES AND SOUNDS

1. Click insert
2. Click movies and sound
3. Insert the device
4. Click play CD Audio track
5. Select the track to start, end and time
6. Click ok

NB: this is after you have created what you want in terms of images and text.

LESSON TWO

CREATING PRESENTATION FOR LECTURE AND SEMINARS

In this slide, we are going to centralize our discussion using Auto content wizard as mention above.

HOW TO CREATE LECTURE OR SEMINAR FOR PRESENTATION

For instance, if you are to present a lecture to a corporate organization, to say manufacturing company, and the title of the lecture is 'marketing plan' or marketing principle' or marketing strategies;"

Steps:

- ❖ Click file as usual
- ❖ Click new
- ❖ Click Auto content wizard tab from the task panel

- ❖ Click next
- ❖ Select the type of presentation you are going to give e.g. sale/ marketing
- ❖ Select marketing plan
- ❖ Click next
- ❖ Click on screen presentation if it is only going to be on your system or click web presentation for LAN(Local Area Network) if the audience have too many system in their front and is net work through (LAN).
- ❖ Click next
- ❖ Click finish.

NB: if you want to change anything you own, then highlight and press delete from the key board.

SLIDE SORTER VIEW:

To be in slide view, you click on the following button located at the bottom left hand corner of any slide. The slide sorter view shows you a miniature of each slide in your presentation. You can drag slide around on the screen to re-position them in this view. You can also select and copy multiple slides that you want to use them in other presentations.

Do this

Click on the slide sorter view button to view your title slide in this view.

NOTES VIEW

To be in notes view, you click on the button located in the bottom left hand corner of any slide. The note view lets you create speakers notes. Each page corresponds to bar slide in your presentation and includes a reduced image of the slide. You can draw and type in notes view.

DO this

Click on the notes view button to view your title slide in this view. You now know all of PowerPoint view. It is time to learn how to work with a left hand corner of any slide. This is the slide show button. This is a slide show starting from the currently selected slide.

Now that you know the entire PowerPoint, it is time to learnt how to work with a slide, in general , presentation will be based on a master slide. The next topic in the tutorial will focus on understanding PowerPoint masters.

UNDERSTANDING POWER POINT SLIDE MASTER AND TEMPLATES.

SLIDE MASTERS

A PowerPoint slide master contains objects that you want them to appear on each slide in your presentation. In a slide master, you only have to create an item once and PowerPoint will automatically include them on every slide. Some things are set up by PowerPoint (for example, place for slide title

J—Links Concept

and text), so you don't have to create them each time. If you want to add additional items to a master slide, you can add any time. The slide master has boxes already set up for the slide title and text. They are called the master titles and the master body object.

The format of these objects determines the way your text will look on each slide. The slide master is flexible. You can move object(s) around, add art, heading or labels, change colour and fonts. As you create a slide, you have the options of using or not using the elements from the slide master. To change the entire presentation, PowerPoint will change all the entire presentation; and if you simply want to change the format of the slide master, PowerPoint will then change all your slides accordingly.

POWER POINT TEMPLATES

PowerPoint also offer what we call templates. A template is a presentation that contains PowerPoint master and a colour scheme. PowerPoint offer **160 pre-designed templates** to help you get started quickly. If you are creating, the design work is already done for you.

LESSON THREE

INSERTING A NEW SLIDE IN A PRESENTATION

1. Switch to slide sorter view by clicking the slide sorter view button
2. Click where the new slide is to go in the presentation i.e click to the right of slide 2 to insert where the new slide between slides 2 and 3.
3. Click the common task button and choose new slide, press CTRL, choose insert /new slide
4. Click the kind of slide you want to insert.
5. Click ok.

DELETING A SLIDE

You can delete a slide from slide sorter, outline or normal view .

1. In sorter view
2. Click the slide to delete and a blank box appears around it to show it has been selected.
3. Press the delete key to delete it

If you want to select more than one slide for deletion in slide sorter view

5. Hold down the shift key and
6. Click on the slide you want to select.

RE- ARRANGING SLIDES

To move a slide to a place in a presentation, you can start from slide sorter, view, outline view or normal view .

1. In slide sorter view
2. Click the slide you want to move and start dragging

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3. A vertical line appears to show where the slide will be dropped when you release the mouse button
4. Release the mouse button when the slide is where you want it to be.
5. In outline or normal view, click the collapse all button on the outline toolbar to see only the title for each slide.
7. Click on the one you want to move
8. Click the move up or down button on the outline toolbar.

COPYING A SLIDE

1. Switch to slide sorter view
2. Right click on the slide you want to copy and choose from the short cut menu.
3. Click between slides in the presentation where the copy of the slide is to go
4. Right –click and choose paste from the short-cut menu

STEPS TO CREATE A TEXT BOX

1. Switch to slide sorter view.
2. Choose insert/text box, the pointer changes
3. Click in what is to be on corner of text box and then drag across the slide.
4. Release the mouse button when the text box is in the right size.
5. Enter the text.

CREATING NOTES ON SLIDES

Follow these steps to record notes about a slide

1. Select the slide
2. Choose view
3. Click Note page
4. Choose view Menu
5. Select zoom for any convenient percentage magnification E.g. (66%, 100%)
6. Click in the box at the bottom of the page and type your notes.

CHANGING LAYOUT FOR A SLIDE

Follow these steps to apply a new format to an old slide.

1. In slide view, display slide that is to be given a new layout.
2. Click the common task button and choose slide layout, or choose from slide layout
3. Click a new layout in the slide layout dialog box.
4. Click the apply button.

You may likely have to do a bit of reformatting after a slide is given a new layout.

To do that,

Use the tools on the formatting toolbar.

To get the original format back, click slide layout button, click the re-apply button and click Ok.

APPLYING A NEW DESIGN TO A PRESENTATION

You can choose one of PowerPoint's designs and apply to finish presentation using this procedure.

- Open a slide in slide view.
- Click the common task button
- Choose apply design Template; or choose format
- Apply Design from the list
- Click Apply button.

CHOOSING A BACKGROUND COLOUR FOR SLIDES/NOTES PAGE

To apply background colours follow these steps:

- Click format
- Background from the menu
- Click the arrow to open the drop-down list and then choose a color fill effect, you see the fill effects dialog box with gradient, texture, pattern and picture – from which you can devise a color or pattern or import a picture for the background.
- Click the apply to all buttons to give all the slide in the presentation the same color, or click apply the background color to the slide you select.

APPLYING COLOUR TO SLIDES

PowerPoint offers preformatted color schemes for putting background on the different parts of a slide or slides. Follow these steps to apply one of the PowerPoint's background schemes to the different parts of a slide.

- Choose format
- Click color scheme
- Click the apply to all button or click apply

CREATING A CUSTOM COLOUR SCHEME

- Choose format
- Click the color scheme box that mostly resembles the background colour scheme you want to create
- Click the custom tab
- Under color scheme, click the option for the slide colour you want to change.
- Click the preview button. The on screen change to show what the color you added to the scheme looks like.
- Repeat steps 4 and 6 to create more colour for your home-grown colour scheme
- Click the apply to all button to apply.

ADD FOOTER ON SLIDES

- In slide sorter, choose view
- Select Header and Footer
- If necessary, click the Date and Time check box to include the Date and Time
- Click one of the option button to tell PowerPoint how to display the date and time
- Click the slide Number check box to include the slide number in the lower.

Now that you have learned about PowerPoint master and templates, it is time to learn how to create a slide.

CREATING A MASTER SLIDE

Do this

With PowerPoint running,

- Choose master from the view menu
- Select slide master from the master sub-menu
- This gives you the slide master. Let's start with formatting the master title style.

Do this

- Choose font from the format menu and change the font style, colour and size of the text.
- The formatting will be the same on each new slides title area.

You now know how to format items on master slide.

In addition to formatting text and bullets, you can also format the following.

- Slide background
- Slide colour scheme

Experiment these on your own

Power point also has number of features that are displayed on your slide when you are giving slide show.

LESSON FOUR

HOW TO EDIT PRESENTATION

HOW TO APPLY FONT COLOUR , STYLE AND SIZE.

- _ Highlight the text, object or image
- _ Click format menu
- _ Click font
- _ In the font dialog box click color button to apply the color you need from the color palette, in the font size box select the size number you need and font style you need, then click ok.

TRANSITION AND BUILD SLIDES

When you display your presentation electronically as a slide show, the slide takes up the screen. All the tools and other screen elements are hidden so as not to distract you from your show. Computer

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became the equivalent of projector. Power point offers a number of features you can use when you run your slide show

- You can use special effects, such as transitions and build to add varieties of effects
- You can practice giving your presentation and set automatic timings for your slides to match your rehearsal times.

In this part of the tutorial, we will discuss transitions and builds.

BUILD SLIDE: A build slide is a slide which starts with a first major bullet point and show more major. As the presentation proceeds, you decide whether you want to dim presentation point, appear and what effect you want to use which when bullet point appear (for instance , bullet point can fly in from the right, left, top, or bottom), it displays attractive effect(s).

TRANSITIONS: Transition move on slide off the screen and bring the next one on. Fading from blank and dissolved from one slide to another are two example of transition. You have a choice of transition for each slide; you can also vary the speed of each transition:

- Highlight the object or text
- Click slide show
- Click slide transition
- Select the transition you need
- Modify the transition by setting the speeds and sound
- Advance the slide by choosing on mouse click or automatically after some time
- Click play to view if auto preview is not selected.

HOW TO APPLY CUSTOM ANIMATION

- Highlight text or object
- Click slide show menu
- Click custom animation
- Click add effect button
- Among the option e.g. select the animation you want
- Modify by how to start
- Direction
- Speed.

HOW TO APPLY ANIMATION SCHEME

- Highlight the text or object
- Click slide show
- Click animation scheme
- Select the options you want
- Click colour scheme, select the colour to be applied on the slide Background.

PICTURES APPLICATION

-  Click insert menu
-  Go to picture option
-  Select clip art if it is from the computer picture Or
-  Select from file, if you want slot in the camera which contain the Picture
-  Or select from camera scanner.

GIVING AN ANIMATED SLIDE PRESENTATION

People love to see image move, hence the makers of PowerPoint is well aware of that, moving image have include a number of features for text and graphics to move on a slide.

CONTROLLING TRANSITION BETWEEN SLIDES.

Transitions are the terms PowerPoint uses to describe the way that slides arrive on screen. When you assign. You can assign the same transition to all the slides at once or assign different transitions to different slides.

Follow these steps to choose a transition for slides

- In slide sorter view, select the slides you want to assign a transition to.
- Either chooses slide show, slide transition or right – click and chooses slide transition from the short cut menu.
- Click the effect drop-down list and choose a transition
- Click the slow, medium or fast option button. This tell PowerPoint how fast or how slow to make the transition occur.
- Click the Apply to all buttons to assign the transition to the entire slides in the presentation to remove a transition, open the slide transition dialogs box and choose on transition on the Effects drop down list.

MAKING BULLETED LIST ON SLIDES

To make the bulleted items appear, you click the mouse during the slide presentation, each time you click another bulleted item appears.

- **In slide sorter view.** Select each slide with a bulleted list in your presentation if you want to make all the bulleted points appear once at a time.
- Right-click and choose preset Animation from the short cut menu.
- Choose an Animation technique from the sub-menu.

CREATING ANIMATION IN SLIDE

Follow this step to animate different part of slide.

- ❖ Switch to slide view and select the slide to be animated.
- ❖ Right click on the text box or graphic on the slide, and then choose custom animation.
- ❖ Under the entry animation, click to open the first dropdown list and choose animation effect .
- ❖ If your system is capable of producing sound, click the No.

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- ❖ Choose a sound effect.
- ❖ Click to open the After Animation drop-down list and choose an option to tell PowerPoint what to do after animation
- ❖ If the part of the slide you are dealing with concerns text, choose from the following options.
- ❖ Click the introduce text tab and choose how text is introduced during the animation
- ❖ Click the Grouped by tab to tell PowerPoint how text grouping should be done during animation.
- ❖ Click to insert or remove a checkmark in the reverse to make the display list appear backward.
- ❖ Click the preview button to view how your settings will work, repeat step 2 through 7 for other object on the slide that you want to animate.
- ❖ To control the order in which animated object(s) will appear on the slide, select the order & timing tab.
- ❖ Click Ok.

INCLUDING SOUNDS AS PART OF A SLIDE TRANSITION

Following these steps to make sounds as part of slide transition

- In slide sorter view, select the slide or slides to which you want to assign sound transitions.
- Choose slide show then, slide transition to display slide transition dialog box
- On the sound drop-down menu, choose a sound to accompany the transition
- Click the loop until next 5 sound check boxes that you want the sound to play continuously while the slide is on-screen.
- Click apply to all button to assign the sound to all the slides in the presentation, or
- Click the apply button to assign the sound to all the slides you selected.

LESSON FIVE.

CHARTS APPLICATION

CREATING CHARTS DIRECTLY IN M.S. POWERPOINT

- i. Click insert menu
- ii. Click chart
- iii. Type the data in the presentation-datasheet
- iv. Click chart option
- v. Type your title, and the coordinate (X, Y) axis
- vi. Click Ok.

HIDING SLIDE(S)

A hiding slide is like an insurance policy in case a presentation falls short of time you allotted for it.

Follow these steps to hide a slide.

- Create a few slides you can call on in case of an emergency

- Switch to slide sorter view
- Select the slide (s) that you want to hide
- Click the hide button or choose slide show/hide slide, slash appears across the slide number to show that the slide has been hidden.

UNHIDE A SLIDE

Select it in sorter view and click the slide show/unhide button.

MAKING A PRESENTATION

You will present a slide show,

- Right click anywhere on a slide
- After you have gone through all the trouble of creating a presentation, making it is by contrast, a piece of cake
- To start showing a presentation; choose either view slide show or slide show view or simply press F7 key to start.

VIEWING THE SLIDES IN ORDER

To give a slide show from first slide to last slide. Choose either view slide show or slide, you will see the first slide on screen. PowerPoint offers no less than five ways to see the next and subsequent slides:

- a. Click the mouse
- b. Press N (For next)
- c. Press the PAGE DOWN key
- d. Right click, choose next from the short-cut menu
- e. Click the button in the lower-left corner of the screen and choose next from the short-cut menu.

SLIDE PRESENTATION

REHEARSING

Before you make a presentation, always rehearse it twice or thrice times as you desire. Try timing the presentation to see how long it take that way, you will know how long to book the conference hall, and whether your representation is too long or short. This will enable you adjust your presentation.

REHEARSE TIMINGS

Before you start your rehearsing, make sure that you have finished setting the animation effect, transition and sound effects among other things.

FOLLOW THESE STEPS TO START AND REHEARSE THE PRESENTATION WHICH WILL EVENTUALLY DETERMINE HOW LONG IT WILL TAKE TO MAKE THE PRESENTATION.

1. Switch to slide sorter view
2. Click slides how rehearse timings

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3. Click the mouse button to flag off the rehearsals. Pretend that you are living the presentation and discuss the first slide. Say everything that you are intending to say about this slide. If you think your slide will be on gender discussion, take that into account too and leave the slide on screen longer
4. Click text button to go to the next slide.
5. Click Yes or No when PowerPoint display total time for the slide show after the slide timing. Yes to use them will allow PowerPoint to advance automatically during a show after a certain number of seconds and you won't need to press Next or page down or click to advance slides.

CREATING A TABLE SLIDE.

1. Select a table slide from the new slide dialog box.
2. Click OK
3. Click to insert table and enter a title for the table slide
4. Double click on the table slide to display a table icon on the slide
5. Double click the table icon to add table box
6. Complete the slide appropriately.

MICROSOFT ACCESS

Suppose you were asked to list the names and tribes of all the Presidents who have ruled Nigeria since independence. You will definitely find this difficult to remember off-heart. Instead you will look for a book on the history of Nigeria to get the information. Such a book that stores this information and many other kinds of information is referred to as a database.

So in simple language, database is any book, magazine, catalog or encyclopedia where specific information can be found. Example includes textbooks, Dictionaries hotel & telephone directories etc, these types of databases are referred to as manual databases.

However, with change in technology, such information are now found in computer and computer disc, E.g. Encyclopedias & Dictionaries which are now on Compact Disc (CDs). This kind of database is referred to as electronic database.

To create an electronic database, you need to use packages like Microsoft Access, Database or Oracle. Microsoft Access is the most widely used database package. With Access, you can create, organize and manage volumes of information for easy access and usage.

Let's take a simple example. If you like to read books a lot, you may wish to have a list of your best authors, the books they have written, and the price at which you bought those books.

FEATURES OF DATABASE

- Title Bar
- Menu Bar
- Standard Tool Bar
- Formatting Tool Bar
- Design Table
- Task Panel
- Status Bar
- Vertical and Horizontal Scroll Bar etc.

STARTING THE ACCESS

- From the start button,
- Click All programs
- Point to Microsoft Office and click
- Point to Microsoft Access

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- In the Microsoft Access dialogue box, Select the blank database options button (if you want to design from the scratch) or select database wizards option button (if you are making use of an existing wizard) select and open a database file and
- Click OK

DEFINITION OF CERTAIN TERMINOLOGIES IN MICROSOFT ACCESS.

DATABASE: A database consists of table of records that contains all the information about specific item or person

RECORDS: Records are composed of files, or can be defined as a collection of different files but in related fields.

FIELDS: - Fields define each individual type of information in the record.

DATA TYPE:-This field defines the design view of a table which specifies the type of values or data that can be stored in a given field.

THE MAIN ELEMENTS OF ACCESS

In access, all the objects of a data are stored in a single file-name which has an MD8 extension. You manage object(s) through the database windows. At the top, the database windows are tabs representing each of the six main object types which are: Queries, Table, Form, Report, Macro and Module. Selecting a tab switches the view of the windows to read the current object under that type of data

- **SAVE:** - It is used to save or store document inside one's computer.
- **PRINT:-** for printing of document
- **PRINT PREVIEW:** - It is used to view the nature of one's work i.e. how it will look when printed.
- **SPELLING:-**It is used to correct spelling of one's text.
- **CUT:** - It is used to cut selection to be put in clipboard.
- **COPY:** It is used to copy or duplicate ones work.
- **PASTE:** It is used to paste work that has been cut or copied and also to paste work to another package.
- **UNDO:** This is used to remove action and a work.
- **REDO:** This is used to repeat action on a work.
- **PRIMARY KEY:** It is used to give ID to a work so as to appear numerous
- **INSERT ROWS:** It is used to add more rows.
- **DELETE ROWS:** It is used to remove unwanted rows.
- **GRID LINE CHOOSER:** It is used to insert either horizontal or vertical lines.
- **SPECIAL EFFECT:** It is used to choose effect(s) on grid line whether sunken, raised or normal.
- **DATABASE WINDOW:** It is used to get database window where one can start and even see one's saved work.
- **ROW HEIGHT:** It is used to increase the height or rows of cell

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- COLUMN HEIGHT: It is used to increase the height of the column or width of cell
- NEW OBJECT: It is used to create forms, queries, report, tables, macro and modules for designing
- NEW WORD: It is used to apply new record in the table.
- GO TO FIELD: It is used to send cursor to whatever field one want to go to.
- PROPERTIES: It is used to outline properties of a particular field and also aids in getting the control source where the calculations are done in the expression builder box.
- DESIGN VIEW: Shows design view of work where the manipulation are done
- DATA SHEET: Showing datasheet view of the table.
- FORM: Showing views of work i.e. after one has finished his/her work. One can click on form view to show one's result.

CREATING A NEW DATA

1. Blank Access database
2. Access database wizards, page, project
3. Open an existing files

TO CREATE OR OPENING A NEW ACCESS DATABASE

- Click the new button or choose new from the file
- Select blank database into list of boxes and click ok
- Type a name for database and click create database
- Then the database window appears and selects the option you want.

UNDER DATABASE WINDOWS, WE HAVE:

1. Create Table By Entering Database: This is used to create table.
2. Create Table In Design: This is used to create table by specifying the field names, data types and properties.
3. Create Table by Using Wizard: This is used to pick from a list of common business and personal tables. These specify the information you want to track.

TO RETRIEVE DATABASE & OPEN TABLE

- ❖ Start Access
- ❖ Click files
- ❖ Click open
- ❖ Select or type in database name
- ❖ Click table to open & click open

TO CLOSE MICROSOFT ACCESS

1. Click file
2. Click exit

GROUP OF FUNCTION IN WHICH MICROSOFT ACCESS CAN BE CONSIDERED

They are:

- Table
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules

We are going to study some of the main function of this group in Microsoft Access

CREATING A TABLE USING DESIGN VIEW

You have learnt how to create a table wizard which is a simpler approach, now, you will be taught how to create a table from Design View which gives you a better understanding of what makes up tables in Access.

TO CREATE THE BOOK TABLE FROM DESIGN

- Click create a new file
- Click Blank Database on the task panel
- Type in Database Name e.g. Company Record
- Click create
- Click New
- Click Design view (this is where you design or define the fields for your table)
- Click ok

Enter data below exactly as it is

FIELD NAME	DATA TYPE	DESCRIPTION
Publishers Name	Text	Enter the publishers full Names
Last name	Text	
Purchase price	Currency	All prices must be below 3000
Pages	Number	Comments is or not Necessary

This time, we will create a database table that will store the name & address of your friends. To do this, carry out the following:

- Start Access database create
- Click new
- Select either business or personal

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- Click ok
- Select contacts under sample labels.
- Under sample fields, select first name, last name, Address & Phone NO.
- Click Next
- Click Next
- Click Next
- Click finish
- Enter five record notes, for home phone, enter ten numbers
- Click close

EXPLAINING THE DESIGN VIEW

FIELD NAME	DATA TYPE	DESCRIPTION
Publishers' Names	Text	Enter the publishers full names
Last name	Text	
Purchas price	Currency	All prices must be below 3000
Pages	Number	Comment is not necessary

The column for field name carries the heading of your Books Table. The Data type column contains the type of data each field has been set to accept e.g. the pages field has been set to accept only numbers. The last column Description which is optional can be used to give remarks or make comments about the use for each field. It does not affect the structure of your table.

TYPES OF DATA USED & RECOGNIZED IN ACCESS

1. **AUTO NUMBER:** A field set as auto number will insert numbers serially in a table.
2. **TEXT:** This accepts alphabets and numbers on a row or a cell; it accepts up to 256 characters on a single cell.
3. **NUMBER:** Field set as number will used fields made for ole numbers in this formats: age, phone numbers, etc.
4. **DATE/TIME:** Field set as date/time will take data type that deals with period. E.g **day/month/year.**
5. **MEMO:** Memo accepts long text and number than the text.
6. **YES/NO:** Set fields to accept only yes or no, true or false.
7. **CURRENCY:** This data type is used for fields which are in monetary values e.g basic salary, amount of products ordered.
8. **OLE OBJECT:** This is used for importation of images, sounds, multimedia.
9. **HYPER-LINK:** This is used to link tables and columns on the data-base.
10. **LOOK-UP WIZARD:** This is used to create look-up columns from which you have options.

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EXAMPLE: Using design view we will create a database and table that will involve all the data type listed above.

S/NO	NAME	AGE	DATE OF BIRTH	ADDRESS	MARRIED	DEPOSIT
1	DAYO	24	4/2/1978	2 Bombard RD	Yes	65,000.00
2	KEMI NSHE	30	5/01/1962	5 Sabor RD	No	80,000.00
3	MUSA	26	2/09/1998	8 Sultan RD	Yes	78,000.00
4	SATI	34	3/06/1960	3Kwande ST	No	96,000.00

TO CREATE THIS TABLE FROM DESIGN VIEW

1. Start Access
2. Click create a new file & click Blank Database on the task panel
3. Type in database name e.g. Zenith Bank Customer Database
4. Click create
5. Click New
6. Click design view (this is where you design or define the fields for your table)
7. Click ok
8. Enter field name and the Data type as follows
9. Click save icon
10. Type in Table name as customer accounts
11. Click Ok
12. Click No if primary key is not required
13. Close the Table customer Accounts
14. Click open to access data select view
15. Enter records as above
16. Close Data select view

OTHER IMPORTANT COMPONENTS OF A DATABASE

QUERIES:- To understand queries we have to make reference to the table 'customer accounts.'

S/NO	NAME	AGE	DATE	ADDRESS	MARRIED	DEPOSIT
1	JOHN PETER	24	4/3/1979	2 Bombard RD	YES	56.000.00
2	KEMI NSHE	39	3/4/1989	5 Sabor RD	NO	90,000.00
3	MUSA	29	2/5/1997	8 Sultan RD	YES	87,000.00
4	DAYO	49	4/6/1979	3 Kwande ST	NO	97,000.00

Supposing you are the Secretary or Accountant in charge of customers accounts and at the end of the year the bank decides to send thank you cards to all customers. Your boss instructs you to

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extract all the NAMES and ADDRESSES of all customers to enable him address each card. All you need to do is to create a query from the customers' accounts. So in simple term, query is a suitable or smaller table created from an existing table.

TO CREATE A QUERY FROM CUSTOMERS' ACCOUNTS TABLE

- ❖ Open the Database that contains the Accounts table
- ❖ Click queries tab
- ❖ Click New
- ❖ Select simple query wizard
- ❖ Click Ok
- ❖ Select Table to create your query from i.e. Customers' Accounts
- ❖ Select the fields you want in query table i.e. NAMES and ADDRESSES
- ❖ Click finish
- ❖ Enter more records if desired
- ❖ Close query

TO CREATE ANOTHER QUERY

- ❖ Click queries tab
- ❖ Click New
- ❖ Select simple query wizard
- ❖ Click Ok
- ❖ Select table to create your query from e.g. Customers' Account
- ❖ Select the fields you want in new query of your choice
- ❖ Click Next
- ❖ Enter query name
- ❖ Click finish
- ❖ Enter more records if desired
- ❖ Close query

LESSON FOUR

FORM: A form is an interface or page where you can enter information that goes in to your existing database. What is displayed on a form is derived or obtained from a table or query.

TO CREATE A FORM

1. Open an existing database that contains a table
2. Click on forms tab

3. Click New
4. Click form using wizard
5. Click ok
6. Select table or query to create your form
7. Select fields you want on form
8. Click Next
9. Select the layout you would like your form to be displayed with e.g. columnar
10. Click Next
11. Select style
12. Click Next
13. Type in for name
14. Click finish
15. Enter more Records
16. Close form view

CARRYING OUT CALCULATIONS ON FORMS

You can use forms to carryout simple accounting calculations. For this example, we will make reference to the table below, which is the invoice of a provisions store.

EXAMPLE ONE

S/NO	Product	Unit Price	Quantity	Total PRICE
1	Milk	320	2	
2	Sugar	80	3	
3	Corn Flakes	220	5	
4	Eva Water	100	1	

The first step of this example will be to create the table above using design view

Click on table tab

Click new

Click design view

Click ok

Define the fields for the table as stated below

FIELD NAME	DATE	DESCRIPTION
S/NO	AUTO NUMBER	
PRODUCTION NAME	TEXT	
UNIT PRICE	CURRENCY	
QUANTITY	NUMBER	
TOTAL	NUMBER	

❖ Click save icon

- ❖ Type in table name as invoice
- ❖ Click No
- ❖ Close design view
- ❖ Enter records as above, remember not to enter records for total price

NOW TO CREATE FORM ON THIS INVOICE

1. Click form tab
2. Click New
3. Select form wizard
4. Click ok
5. Select the invoice table under sample tables
6. Select All Fields in the invoice table
7. Click Next (3 Times)
8. Enter form name as customer invoice
9. Click finish
10. Close form
11. Select the form customer invoice
12. Click Design
13. On the form TOTAL PRICE BAR TYPE in (UNIT PRICE] *[QUANTITY)
14. Press Enter
15. Click save icon
16. Click close
17. Click open
18. Scroll records to see the effect

EXAMPLE TWO**RESULT SHEET**

This method is adopted by academic officers in the preparation of the school result. After creating the new access data sheet, type the following below:

FIELD NAME	DATA TYPE	
SURNAME	TEXT	
FIRST NAME	TEXT	
AGE	NUMBER	
SEX	TEXT	
PICTURE NO	NUMBER	
REGISTRATION NO	NUMBER	
ENGLISH	NUMBER	
MATHEMATICS	NUMBER	
ECONOMICS	NUMBER	
TOTAL SCORES	NUMBER	
AVERAGE SCORES	NUMBER	

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Give primary key to two highlight record for ID, save and click datasheet view and put down the following.

Surname	First name	sex	age	Picture	Reg. no	Eng.	Econ	Total	Average	score	grade	remark	Award	Rm

Save, click on go to object click on form, pick form ward then click Ok

Column bar, click on next then, choose the colour appearance and form of work, click on next and also click on finish

TOTAL SCORE: Is the score of all the subjects on that is offered in the examination. Right click to view properties, control source, wipe the display on the screen and click on the name of the saved box then click on (MATHS)+(ENGLISH)+(ECONS), Ok and close.

AVERAGE SCORE: Is the mean of your scores, you use the same solution and type in (TOTAL SCORE)/ 3 i.e. number of subjects offered.

GRADE: Is your level in examination, this depends on one's overall score.

REPORTS:

When you go to Mr. Bigs and place an order, the invoice is normally printed and given to you after payment. This printed invoice is an example of a report, the same rule applies to a standard provision store or super market, where the invoice report is first prepared and then printed after payment is made.

In Access, reports are prepared to view and print out the data contained inside a Table, Query or Form.

TO CREATE A REPORT

Retrieve the database you have created E.g. Database for lesson 4

1. Click on report tab
2. Click New
3. Click report wizard
4. Click Ok
5. Select Tab to create a report from i.e. invoice
6. Select fields to be included in the report (select all fields)
7. Click Next
8. Click Next again
9. Select fields and how you want them to be sorted (this is only for the first four records)

10. Click Next
11. Select layout as tabular and orientation as landscape
12. Click Next
13. Select style for report
14. Click Next
15. Type in report name e.g. invoice report
16. Click finish
17. Close report view
18. Close Access

MACROS:

A macro is a combination of one or more instruction, which can be used to tell access to carry out certain operations automatically, or by itself e.g. if you want to open and print the contents of a form automatically you can use a macro.

TO CREATE A MACROS

1. Click Macros Tab
2. Click New
3. Under Action, select open form
4. For form Name, select customer invoice or form
5. Click save icon
6. Enter Macro Name e.g. Macro
7. Click ok & click close
8. Click Run, you will notice that the calculated form will be opened

PRACTICAL ASSESSMENT TEST

Use design view to create an Accounts table for **ZANGO SUPER STORES** for the items as shown below:

S/NO	PRODUCT	UNIT PRICE	QUANTITY	TOTAL PRICE	DISCOUNT
1	Flour	25000	6		
2	Five Alive	200	4		
3	Cabin	120	6		
4	Eva Water	100	2		
5	Sheltox	220	6		

NOTE:

1. You are to add seven (7) more items to this table to make it twelve (12)
2. Don't enter any records to TOTAL PRICE, DISCOUNT & AMOUNT PAID because this will be calculated.

3 You should define the fields in design view. This is shown below.

FIELD NAME	DATA TYPE	DESCRIPTION
S/NO	AUTO NUMBER	
PRODUCT NAME	Text	
UNIT PRICE	Number	
QUANTITY	Number	
TOTAL PRICE	Number	
DISCOUNT	Number	
AMOUNT PAID	Number	

4 You should create a form that will contain all the headings of your table

5 Carry out calculation on the form for the following

TOTAL PRICE=UNIT PRICE*QUANTITY

DISCOUNT=TOTAL PRICE *0.5

AMOUNT PAID=TOTAL PRICE- DISCOUNT

5. Generate a report for this table.

INTRODUCTION TO CORELDRAW

What is Corel Draw?

CorelDraw is a Desktop Publisher Application Software program used for creating professional artwork such as Almanac/Calendar, Letter Headed Papers with Logo, Business Cards, Book Cover, News Papers, Hand-bills, Banners, Posters and Magazine etc.

Types of desktop publishing Application Software program

The following are types of Desktop Publishing Application Software programs: ***CorelDraw, Page Maker, Print Artist, Photo Paint, and Microsoft Publisher etc.***

How to open CorelDraw program:

- i. Click start on task bar
 - ii. Position your Mouse pointer on program list
 - iii. Click on CorelDraw. A welcome screen appear, on the welcome screen, we have the following icons:
 - (1). New Graphic (2). Open Last Edited (3). Open Graphic (4). Template (5). Corel Tutor (6). What Is New?
1. **The New Graphic:** Is an icon that allows you to open a new drawing page.
 2. **The Open Last Edited:** Is an icon that allows you to open the last graphic work you made before shutting down the computer.
 3. **Open Graphic:** Is an icon that allows you to open the computer inbuilt drawing
 4. **Design Template:** Is an icon that allows you to open the computer's inbuilt preformatted graphic documents in which you are to follow it step by step in bringing them out.
 5. **Corel Tutor:** Is an icon that allows you to open computer's inbuilt tutorial section that teaches and guide you on how to use CorelDraw program.
 6. **What's New:** Is an icon presented by a question mark that allows you to open the new features of CorelDraw and its inbuilt explanation on what they are used for and how they can be used.

Components of CorelDraw

Component of CorelDraw are the parts that make up CorelDraw screen environment; these are:
Title Bar: Is a location of the name of any current opened program, current file name and control buttons.

Menu Bar: Is a location of eleven different lists of commands that are used for performing different functions. These are: File, Edit, View, Layout, Arrange, Bitmaps, Effects, Text, Tool, Window and Help.

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Standard Tool Bar: Is a location of shortcut commands represented by icons use for carrying out different functions. Some of these are: New, Save, Open, Print, Cut, Copy, Paste, Undo, Redo, Import, Export, Zoom Level, etc.

Property Tool Bar: Is a location that displays the properties of any selected tool.

Rulers: It is displayed on the top and left sides of the screen. It is a tool used for taking measurement of object(s) or text(s). You can put guidelines unto the screen by dragging it vertically or horizontally from the rulers.

Colour Palette: It is located at the right of the screen. Is a location of different types of colours, which can be used for filling objects. To fill an object with any of the colour(s), you need to select the object and left-click on the desired colour.

Drawing Window: It is the area in which you draw your objects.

Printable Page: It is a rectangle with shadow in the drawing window. You can draw beyond its boarder but only the portion that appears in the printable page will be printed out.

Task Bar: It is a location of start button, Time, Calendar and it shows the current opened program(s). It is located at the bottom of the screen.

Control Buttons: These are commands used for minimizing, Maximizing, and shutting down the program. It is located at the top right side of the screen.

Status Bar: This is a location that shows brief information about a current operations.

Tool Bar: It is displayed along the left side of the CorelDraw Screen. Is a location where all inbuilt objects and tools for creating, editing, rotating and viewing of objects are collected. They are as follows:

Pick Tool: It is an inbuilt tool used for selecting, moving, grouping and rotating object(s) and text(s). Pick tool can also be used for changing the appearance of objects or texts. This is also a full colour pattern (fill composed of vector images or objects based on graphics created by CorelDraw whose shapes are represented by series of lines curve).

Texture Fill Dialog: Is a tool that display the bitmap texture fills (variable fills that looks like clouds, water, gravel, minerals and dozens of natural and man-made substances).

Postscript Fill Dialog: Is a location of where additional or inbuilt backgrounds are found which can be used to fill object(s) are collected.

COMPONENTS OF MENU BAR:

(A) FILE MENU:

FILE MENU: Is a list of command used for carrying out different functions. These are:

1. **New:** is a command used for introducing a new CorelDraw graphic page.
2. **New From Template:** is a command used for opening the inbuilt CorelDraw pages with any professionally created designs document. All you need to do is to select your choice and add some little of non-features to it.
3. **Open:** is a command used to open an already saved document inside the computer.
4. **Close:** is a command used for closing documents.
5. **Save:** is a command used for saving documents into the storage unit of the computer.
6. **Save As:** Is a command used for specifying the location where document can be saved. Example: Drive 'C' or 'A'. The command can also be used for changing the file menu.
7. **Revert (Refer):** is a command used for calling back the last saved version of a document that's stored in the Hard Disk.
8. **Acquire Image:** is a command used for acquiring or collecting bitmap image(s) from a scanner device. Select source can be used for selecting the location where information can be selected. The Acquire command is used for collection of information directly from source, e.g scanner. You can also use Digital camera to snap and send image into the computer.
9. **The Import Command:** is used for importing or bringing in object to CorelDraw environment.
10. **Print:** Is a command used for sending document for printing.
11. **Print Preview:** is a command used for viewing how a document will look like when printed.
12. **The Print Set-Up:** Is used for defining how printing is done on a page typed and indentation, etc.
Prepared to service Bureau, publish to the internet, publish to PDF (portable Document Format): these are commands used for preparing document for professional formatting, sending document to the internet and producing document in portable document format PDF.

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13. **The Document Information:** is a command that gives you a general report of the contents of document.
14. **Version Control:** is a command that give access to use different CorelDraw works which were originally done in different versions of CorelDraw (i.e. the ability to open CorelDraw files that were done in other version with a specific one).
15. **Archive Document:** Archive documents are documents that have different version format, e.g. Version doc., Version 8 Doc., etc. (A compressed file that is stored on disk)

(B) EDIT MENU:

Edit Menu: is a list of command options that are used for editing works, these are:

1. **Undo:** is a command use for undoing or canceling an action
2. **Redo:** is a command use for repeating an action.
3. **Cut:** is a command use for removing an object from a specific location to another.
4. **Copy:** is a command use for duplicating Text or object(s). It provides as many duplicates as possible unlike the cut command, which moves an object without creating duplicates. The cut command works with the original object, but the copy work with the duplicates without any effects on the original.
5. **Paste:** is a command use for putting an object or text that are already copied or cut in a new location.
6. **Find and Replace:** is a command use for finding word(s) or object(s) in a document and replacing with the desired one.
7. **Duplicate:** is a command use for creating or formatting the same object selected and replace it in desired location without using the paste command.
8. **Clone Command:** is a command use for producing the same object just like duplicate. The clone has a master and the clone object. Whatever change(s) made to the master is automatically made to the clone.
9. **Copy Properties From:** is a command use for copying properties, e.g., colour, outline, style etc from one object to another.

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10. **Properties From:** is a command use for copying internet object like pop-up (web tool bar) menu, java (software program) items etc. applicable to your drawing.
12. **Properties:** Is a command use for viewing and editing colour of a selected object, e.g. applying fill, outline, textures etc.

(c) VIEW MENU:

The View menu is a location where list of commands use for viewing a document and its contents are collected, these are:

1. **Full Screen View:** is a command that can be used to show only the object in the drawing window program.
2. **Preview Selected Only:** is a command use for dip laying or previewing only the selected object.
3. **Ruler:** is use for taking measurement of object(s) in different graduation or scales.
4. **Guideline:** is an inbuilt line used for providing help or guiding an object to be created. It can also be for making the dimension of object on the ruler.
5. **Printable Area:** is a location where an object must be placed before that object can be printed.
6. **Simple Wire Frame:** the simple frame shows the outline of an object.

(D) LAYOUT MENU

The layout Menu is a location of where list of commands for inserting page, removing from a document, rename page, go to page, switch to page orientation and resize page are collected.

1. **Insert Page:** is a command use for adding page(s) to a document
2. **Remove Page:** is a command use for deleting or removing page from a document.
3. **Rename Page:** is a command use for changing the name of a page.
4. **Go To Page:** is a command use for relocating a page to another.
5. **Switch Page Orientation:** is a command use for changing the orientation of a page e.g. from landscape to portrait.
6. **Resize Page:** is a command use to resize the current page, e.g. 8.5x11 inches to 9.12 inches.

(E) ARRANGE MENU

Arrange menu is a list of command options use for arranging object(s) in a document. These are:

1. **The Transformation:** is a command use for transforming or changing the position of an object, shape alignment etc.
2. **The Clear Transformation:** is a command use for removing added transformation properties.
3. **Align and Distribute:** is a command use for placing alignment, distribute or spacing object in a document.
4. **Order:** is a command use for positioning objects on a single interface in the form of back, front, behind text, in front of text, etc.
5. **Group:** is a command use for unifying objects and presenting them as one.
6. **Ungroup:** is a command use for separating apart objects that has been grouped.
7. **Combine:** is a command use for the same function as the group command, for grouping or unifying object.
8. **Break Apart:** is a command use for separating combined objects.
9. **Shaping:** is a command use for modifying (amending) an object shape, example are trim, intersect, weld, etc.
10. **Convert to Curve:** is a command use for converting a triangle to a parabola (shape)

(F) EFFECTS MENU

1. **Colour Adjustment:** is a command use for colour adjustment setting, e.g. increasing/reducing brightness, contrasts (faint, deep blue. Dark brown etc)
2. **Artistic Media:** is a command that displays the collection of styles for artistic (stylish) writing.
3. **Lens:** is a command use for colour sieve (change) and separation.
4. **Add Perspectives:** is a command use for enlarging or reducing the starting and ending point of an object or text (Example: how far, close, or how large and small of the starting and ending point of an object or text selected).
5. **Power Clip:** is a command used for placing an object into another object, which is the container.

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6. **Clear Effects:** is a command use for removing all effects added from the effects menu.

(F) BITMAP MENU

Bitmap Menu is a location of list of commands options use for working with Bitmaps, these are:

1. **Bitmaps:** is an object formed from the collection of pixels that exist independently and pixel is a location of dots to form an image.
2. **Convert To Bitmaps:** is a command use for converting object(s) to Bitmaps. Converting object or picture to Bitmap will enable them to remain constant and it also enables you to curl, trim or remove the background of the object or picture. Therefore, one must first of all convert an object to Bitmap before using Bitmap Effects.
3. **Edit Bitmaps:** is a command use for editing Bitmaps objects in Corel Photo Paint (another CorelDraw program for editing pictures).
4. **Resample Bitmaps:** is a command use for increasing or changing the size of Bitmaps objects.
5. **Mode Bitmap:** is a command used for colour scale conversion, e.g. from black and white to gray scale (level).
6. **The 3D Effects:** is a command/location where properties that are used for Rotation, Emboss and Curl etc of Bitmap object are collected.
7. **Colour Transform:** is a command/location of properties that are use for changing, converting and applying mixed colour to Bitmaps objects.
8. **Creative:** is a command or location of where list of mixed different inbuilt colours use for applying to Bitmaps objects are collected
9. **Distorts:** is a command or location of where list of inbuilt properties for increasing/reducing the appearance of Bitmaps objects are collected.
10. **Sharpen:** is a command/location where lists of inbuilt properties for changing the appearance of Bitmaps objects are collected

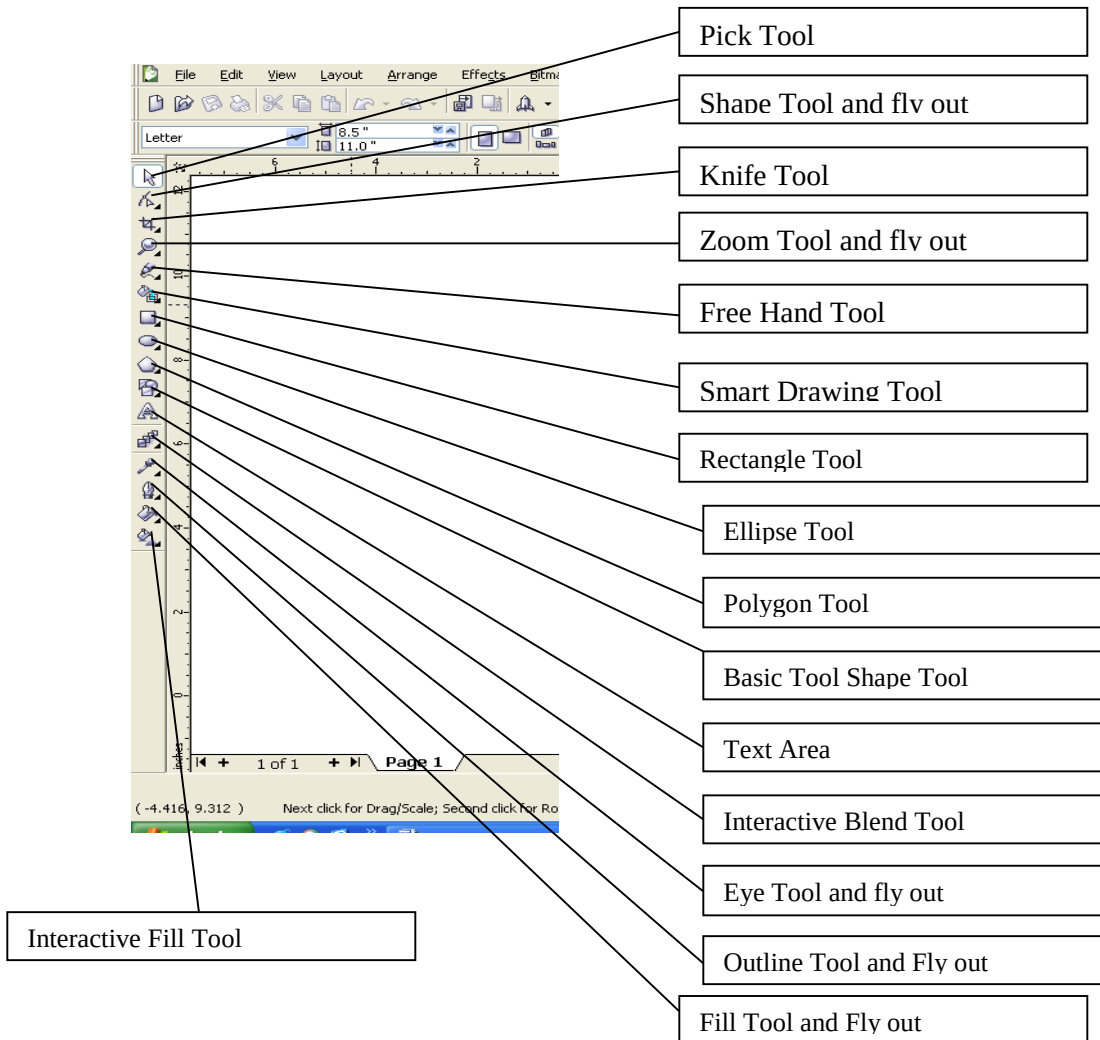
(G) TEXT MENU

Text menu is a location of where list of commands options that are used for working with text are collected, these are:

1. **Format Text:** is a command use for formatting or improving the appearance of text.
2. **Edit Text:** is a command used for changing, correcting, and arranging text to desire form.
3. **Fit Text To Path:** is a command use for applying or specifying paths or direction line or body of object or direction for text).
4. **Straightening Text:** is a command use for straightening text that was fitted to path.
5. **Writing Tools:** is a collection of tools that include grammar, spelling, thesaurus, etc. for editing text.
6. **Change Case:** is a command use for changing text from lower to upper case or vice versa.
7. **Convert:** is a command use for converting Artistic Text from paragraphic text.
8. **TEXT STATISTIC (AGGREGATE):** is a command that gives the analysis of the collection of texts in a document. Example: Number of lines. Characters etc.
9. **Show Non-Pending Character:** is a command use for displaying characters that cannot be printed.

USING THE TOOL BOX

This is the Toolbox that allows you to learn more about a tool, click to select it, and this window will displaying more information. Don't try to click the tool. Here, this is just a picture.

**WORKING WITH CORELDRAW TOOLS****Pick Tool**

This tool is used to select object(s) which would want to manipulate. Once an object is selected with the tool, you can use commands in the menus or the toolbox to change its appearance or position.

SELECTING OBJECTS AND TEXTS

In CorelDraw, you must select an object before performing an operation on the object. You can select multiple objects by holding SHIFT as you click the objects you wish to select. Clicking on the

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object for the third time returns to the stretch/scale mode subsequently, clicking on the object's outlines, toggles you between stretch/scale and rotate/skew modes. You can also select an object, using one of the drawing tools (i.e. the Rectangle Tool, Ellipse Tool, Polygon Tool, Spiral Tool and the Graph Paper tool). Also, clicking on an already selected text, allows you to add/remove letters from the text.

SELECTING BY DRAGGING

Another way of selecting object is to drag the marquee box around the entire object or objects you wish to select using the Pick Tool holding down ALT as you marquee. Select allows you to select all objects touched by the marquee, even those that are not completely enclosed.

SELECTING USING MENU COMMAND

You can select all objects, all text object or all guidelines in the Drawing windows using select all commands in the edit menu.

UNSELECT ALL OBJECTS

If an object(s) are selected and you want to unselect them, you just click anywhere, which is not an outline or highlighting box/marker. In other words, click on any white space.

THE SHAPE TOOL

The shape tool allows you to change the basic shape of a curve by moving, deleting and editing nodes and moving control points which define it. Nodes are the small squares through which the curve passes. Controls are the little black dots, which appears when you select a node.

TO CREATE ROUND CORNERS OF RECTANGLE/SQUARE

Select the rectangle or the square with the shape tool. Drag one of the corner nodes along the outline of the rectangle/square. As you drag, the four corner nodes each divided into two nodes and with a round corner forming between. And as you continue to drag, the corner will become increasingly round.

You can also get round corner to drag, the corner become increasingly round. And also get a round corner of rectangle by using the pick tool or any part of the basic drawing tools as well as moving the rectangular corner roundness slider on the property bar.

STRETCHED AND SKEWED RECTANGLES

If you stretch or skew a rectangle, the round corners will no longer be perfectly circular, but rather will become elliptical.

THE SHAPE TOOL: ELLIPSES

The shape tool is used to run an ellipse or a circle into an arc or a pie shape. A simple ellipse has one node, but when you create an arc or pie shape, nodes are split into two.

TO CREATE AN ARC OR PIE SHAPE:

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Select the ellipse with the shape tool, drag the node on the outline of the ellipse to create an arc, keep the cursor outside the perimeter of the ellipse while dragging. To create a pie shape, keep the cursor inside the perimeter of the ellipse while dragging. You can quickly convert an arc into a pie shape and vice versa by selecting the shape and clicking the button of the arc on the property bar.

TO CHANGE THE DIRECTION WHICH PIE SHAPES ARE DRAWN.

Select the arc or pie shape with the shape tool. Click the clockwise/counterclockwise and click the arcs or pie button on the property bar.

THE ERASER TOOL

The eraser tool is use to remove unwanted portions of objects. It removes the part of a selected object that passes over and close any affected path(s). The eraser tool does not create new objects, it simply create separate sub paths. Whenever you use the eraser tool on an object, the object automatically becomes a curve objects.

TO ERASE PORTIONS OF AN OBJECT

- Open the shape edit fly out, and click the eraser tools.
- Select the object you want to erase
- Drag the eraser over the object.

THE KNIFE TOOL

The knife tool lets you quickly cut an object into two or create two sub paths from one path. You can also reshape objects by redrawing their paths. The knife tool automatically breaks a path in an object at the point you select and converts the object to curve.

TO SPLIT AN OBJECT WITH THE KNIFE

- Open the shape edit fly out, and click the knife tool
- Position the knife cursor where you want to start cutting, the cursor will stand upright when it's ready to cut.
- Move the cursor to where you want to stop cutting and then click ones.

TO SHAPE TEXT

When a string of text or block of paragraph text is selected with the tool, you can manipulate the entire string or paragraph. We use the tool to move individual characters in the string or paragraph and to change their attributes, as well as interactively adjusting the character, word and line spacing. Using the tool with text does not allow you to change the shape of the letters themselves, unless you first use the convert to curves command under the arrange menu. The command applies only to string text and it's covered later in this command.

MOVING A CHARACTER

To move a character, you must first select the string or paragraph. If it is not already selected, you can select it with the tool by clicking on the outline. In the case of paragraph text, you'll find zoom controls on the property bar.

THE ZOOM TOOL

This let you zoom inn or out so that you can get a more detailed or general view. If you prefer using toolbars, you'll find zoom controls on the property bar.

CHANGING YOUR VIEW USING THE ZOOM FLY-OUT

To zoom in on a portion of the drawing

- Open the zoom fly out and click the zoom tool
- Click and drag diagonally in the drawing window to create a marquee box around the area you want to magnify.

TO SEE MORE OF THE DRAWING

- Open the zoom fly out and click the zoom tool
- Do one of the following:
 - Right click inside the drawing windows, and
 - Click the zoom option you want.

THE PEN TOOL

This lets you change your view by moving your drawing within the drawing window.

TO MOVE THE DRAWING WITHIN THE DRAWING WINDOW

- ❖ Open the zoom fly out and click the pen tool
- ❖ Drag the document to place it within the Drawing window.

The property provides the zoom and pan tool, as well as tools that let you zoom to virtually any level of magnification, zooming and panning have no effect on the drawing, only your view of it.

THE PENCIL TOOL

CorelDraw provides three tools for drawing lines, curves and irregular shapes, the Free Hand tool, the Bezier tool, and the Natural Pen tool.

THE FREE HAND TOOL

The Free Hand tool provides the most straightforward method for drawing. It lets you draw by dragging the mouse cursor across the page like a pencil on paper. This method is close to manual drawing, but the results are often in precise and rough.

TO DRAW A STRAIGHT LINE WITH THE FREE HAND TOOL

- ❖ Open the curve fly out, and click the freehand tool
- ❖ Click where you want the line to begin
- ❖ Click where you want the line to end.

THE BEZIER TOOL

The Bezier tool lets you to draw smooth, precise curve mode by node. Where you use the Bezier tool, each click of the mouse place a node, and each node, you can control the curvature of the segment or segments that extend from it by positioning the nodes' control point and dotted line that

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extends opposite direction from the node. By using control point and by placing each node individually, you can create precise line and curve.

TO DRAW A CURVE WITH THE BEZIER TOOL

- ❖ Open the curve fly out and click the Bezier tool
- ❖ Drag from the point at which you want to place the next node. A segment appears between the two nodes you have just created and the next segment you add (if you add one)
- ❖ Repeat step 3 to add nodes to the curve.

TO DRAW A STRAIGHT LINE WITH THE BEZIER TOOL

1. Open the curve fly out and click on the Bezier tool
2. Click where you want to place the first node,
3. Click where you want to place the node.
4. Repeat step 2 for each node you want to add.

NATURAL PEN TOOL

The Natural pen tool lets you draw shapes that looks like thick curve and curves with variable thicknesses. The natural pen tool works like the free hand tool but with some fundamental differences. Most significantly the natural pen tool doesn't create a simple path as you draw, it create a shape with a close path. This means that you can create a curve that appears to have a varied thickness along its length. You can apply fills to objects you create with the natural pen tool just as any other object.

The natural pen tool place the power lines used in CorelDraw objects with the natural pen tool the same as lines but their individual segments can be edited like any other curved object.

TO DRAW A CURVE IN FIXED WIDTH MODE

1. Open the curve fly out and click the natural pen tool
2. Click the fixed width pen, type button on the Property Bar,
3. Type a width in the natural pen width box on the Property Bar then, press ENTER.
4. Position the cursor where you want the rectangle to appear
5. Drag along the desired path, as you would if you were drawing with a pencil on paper.

DRAWING SQUARES

The Rectangle tool lets you to draw rectangle and squares. You can round the corners of a rectangle with the Shape Tool or the Pick Tool. For detail, see shaping ellipse and rectangle.

TO DRAW A RECTANGLE

1. Click the Rectangle Tool
2. Position the cursor where you want the rectangle to appear
3. Drag diagonally to draw the rectangle.

TO DRAW SQUARE

- ❖ Holding down CTRL and drag diagonally
- ❖ Ensure that you release the mouse button before releasing CTRL

DRAWING ROUNDED RECTANGLES

To draw rounded rectangles, you simply draw a normal rectangle and then modify the corners to add the desired amount of rounding using the curve tool.

THE ELLIPSE TOOL

Draw Ellipses, Circles & Arcs.

The Ellipse Tool lets you draw ellipses, circles and arcs. You can change an ellipse into an arc or a pie shape with the Shape Tool or the Pick Tool.

TO DRAW AN ELLIPSE

1. Click the Ellipse tool
2. Position the cursor where you want the ellipse to appear
3. Drag diagonally to draw the ellipse.

TO DRAW A CIRCLE

- ❖ Hold down CTRL and drag diagonally.
- ❖ Ensure that you release the mouse button before releasing CTRL.

DRAWING ARCS AND PIE WEDGES

To draw an arc or pie wedge, you simply draw a normal ellipse and then modify it to make an arc using the curve tool; this process is described earlier in the curve tool.

THE POLYGON TOOL

The Polygon tool lets you draw polygon and stars. You can change the properties (e.g. number of points) of a shape created with the polygon tool after the shape is placed. In addition, you can use the shape tool or pick tool to change the shape of a polygon or a star.

TO DRAW A POLYGON

- ❖ Open the object fly out, click the polygon tool
- ❖ Position the cursor where you want the polygon to appear
- ❖ Drag diagonally to draw the polygon
- ❖ If you want to change the number of sides of polygon, type the appropriate number of points on polygon box on the property bar and then press ENTER.

To change the polygon to a star, click the polygon/star button on the property bar.

TO DRAW A STAR

- ❖ Open the object fly out and click the polygon tool. If a polygon or star is selected, press ESC key to delete or otherwise, step 2 will be to the selected polygon or star.
- ❖ Click the polygon/star button on the property bar.

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- ❖ Position the cursor where you want the polygon to appear
- ❖ Drag diagonally to draw the star
- ❖ If you want to change the number of points on the star, type the appropriate number in the number of points on the polygon box on the property bar, then press enter.

To change the star to a polygon, click the polygon/star button on the property bar.

THE SPIRAL TOOL

The spiral tool enables you draw spiral shapes. Objects created with the spiral tool are curve objects and can be edited like any line or curve. There are two types of spirals; viz: symmetrical and logarithmic spirals. In a symmetrical spiral, the distance between each revolution of the spiral is constant. In a logarithmic spiral, distance increases as the spiral progresses outward.

- ❖ Open the object fly out and click the spiral tool
- ❖ Type a number in the spiral revolution box on the property bar, to indicate the number of revolution you want for the spiral. The spiral appears tighter than when you use more revolution. The default setting is four revolutions. The setting you selected will remain until you change them
- ❖ Click the symmetrical spiral button on the property bar.
- ❖ Position the cursor where you want the spiral to appear.
- ❖ Drag diagonally to draw the spiral.

TO DRAW A LOGARITHMIC SPIRAL

- ❖ Follow steps 1 and 2 from the previous procedure.
- ❖ Click the logarithmic spiral button on the property bar.
- ❖ Move the spiral expansion factor slider to the right to increase the amount by which the spiral expands as it progresses outward. Move the slider to the left to decrease this amount.
- ❖ Position the cursor where you want the spiral to appear.
- ❖ Draw diagonally to draw the spiral.

TO DRAW GRAPH PAPER TOOL

The graph paper tool lets you draw a grid pattern. This pattern is formed by a series of grouped rectangles arrange in rows and columns.

TO DRAW GRAPH PAPER

- Open the object fly out, and click the graph paper tool.
- In the graph paper column and rows box on the property bar, type the number of columns you want, press TAB, then, and type the number of rows you want and press ENTER or click on the workspace.
- Drag diagonally to draw the graph paper.

THE TEXT TOOL

You can use artistic text to add short lines of text to your document especially if you plan to work with special effects. Artistic text can be manipulated like other graphic objects. For example, one can apply drop shadow and envelopes.

TO ADD ARTISTIC TEXT

- Click the text tool
- Click anywhere in the drawing windows, and type your text
- Do one of the following
- Click somewhere else in the drawing window to add more artistic text
- Click another line of artistic text to edit it

THE INTERACTIVE FILL TOOL

The interactive fill tool allows you to apply fountain fill using the mouse. The property bar allows you to create custom fountain fills by adding intermediate colours, adjusting various controls from the fountain fill, and accessing the fountain fill dialog box, which contain more precise control.

TO APPLY A FOUNTAIN WITH THE INTERACTIVE FILL TOOL

- Select the object with the pick tool
- Click the interactive fill tool
- Choose fountain fill from the fill type list box that appears on the property bar.
- Click the button on the property bar that corresponds to the type of fountain fill you want to apply. You can also choose a linear, radial, conical or square fountain fill
- Click the object(s), where you want the fill to start, and then drag to where you want the fill to end. As you drag, the fill arrow shows you the direction of the fill.
- Click the edit fill button on the property bar to access the fountain fill dialog box which allows you to apply and save preset fountain fills. You can modify the constraint angle in the Edit page of the options dialog box.

INTERACTIVE TRANSPARENCY TOOL

The interactive transparency tool list uniform fountain pattern or texture transparent to objects using the mouse. Although it appears that you are applying to fill to the object, you are actually applying a grayscale mask on top of the object's current fill. As a result, any colors you specify for your transparency are lost once you apply your transparency.

The direction and position of the transparency is controlled using transparency arrows, which can be dragged across the surface of the selected object. The opacity of the beginning and end of the transparency is controlled using the property bar.

TO APPLY A FOUNTAIN TRANSPARENCY USING THE INTERACTIVE TRANSPARENCY TOOL

1. Using the interactive tool, select the object to which you want to apply
2. Choose fountain from the list box that appears on the type of property bar
3. Enable one of the following buttons that represent the type of fountain transparency you want: linear, radial, conical, and square.
4. Click the object where you want the transparency to start and then drag to where you want the transparency to end.

You can also apply texture transparency, uniform transparency tool following the steps stated above.

INTERACTIVE TOOL

The interactive tool lets you create special effects quickly and easily on the drawing window.

INTERACTIVE BLEND TOOL

You can blend object(s) so that intermediate the object(s) will progress along a path of any shape. By default, the intermediate object takes on the original object horizontal and vertical orientation and attached to the path respective center of rotations.

TO BLEND TWO OBJECTS ALONG A PATH USING THE INTERACTIVE BLEND TOOL

1. Draw the object to be blended
2. Click the interactive blend tool
3. Drag the end handle of one of the object you want to blend over the other object you want to blend and release the mouse button. The end handle appears after you start dragging the object. This creates a straight line blend between the two objects.

You can also blend objects using the command from the effect menu.

INTERACTIVE DISTORTION TOOL

You can quickly alter the appearance of objects using the interactive distortion or after push and pull distortion. After basic, you have applied the basic distortion effect; you can redefine the effects using the control on the property bar.

TO APPLY A PULL DISTORTION

1. Follow step 1 and 2 from the procedures
2. Select the object to which you want to pull distortion and drag the mouse to the left to determine the amount of pull distortion you want to apply.
3. The point at which you click that object determines the centre of the distortion.

TO APPLY TWISTER DISTORTION

1. Open the interactive tool fly out and click that interactive distortion tools.
2. Enable the twister distortion button on the property bar.

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3. Select the object to which you want to apply the distortion, and drag the mouse to the right along x- axis and up slightly along the y- axis to apply a small amount of distortion.

The point at which you click the object determines the center of the distortions.

INTERACTIVE ENVELOP TOOL

Envelop is made to distort an object's appearance. The shape of envelop and the properties of code as well as the mapping mode used to control this distortion you have selected. An object can be quickly apply and record often used operations using the script and present roll up, any one or combination of the following operation using skew, rotates, fill outline, duplicate, from, to back forward one, back one, one and covert to curves.

LESSON TWO

MULTI- PAGE DOCUMENTS

The CorelDraw package has the ability of duplicating pages to your desire using the insert page in maximum of 998 under same document or file

Procedures:

- Point to layout and click
- Point insert and click
- On the dialog box displayed, choose the number of pages that suit your purpose.
- You will be asked whether you want the new page(s) to appear before the previous pages or after.
- Click ok

DELETING OF PAGES

- Select the page you want to delete
- Point to layout menu
- Click delete page
- A dialog box will appear, enter the page number you intend to delete
- Click ok

RENAMING OF PAGES

- Select the page you want to rename
- Click layout menu
- Click rename
- Enter the new name you intend giving to the page
- Click ok

MOVING WITHIN PAGES

- Point to layout menu
- Point to go to
- On the dialog box displayed, specify the desired number you want to access

LESSON THREE

HOW TO INSERT SYMBOL (CTR+F11)

- Point to text menu
- Click insert symbol
- Select the symbol you want to insert
- Click insert

IMPORT AND EXPORT DOCUMENTS

Symbols and text can also be exchanged between CorelDraw and other application, e.g. Word Processing. CorelDraw includes a wide variety of file filters, if fully installed, it allow the user to exchange information between it and other applications. This can be done with the use of export and import command.

TO IMPORT DOCUMENT (CTRL+I)

- Click file menu
- Click import
- On the dialog box displayed, choose from the folder or the name of the file
- Click import (presenter)
- Your mouse point will change with the name of file
- Clicks where you want it to be pasted.

TO EXPORT DOCUMENT (CTRL+E)

- Click file menu
- Click export
- On the dialog box displayed, choose where you want to export to
- Click export (press enter)

TO TRANSFORM OBJECT

Transform object means dragging its' orientation or appearance without altering its' basic shape. The transformations that can be performed on object(s) are as follows:

- Rotate
- Skew
- Stretch and scale

- Mirror.

INSERTING BARCODE

- Point to edit menu
- Click insets barcode
- Select the standard format available and enter the numeric digits
- Click next
- Click finish

SETTING UP PAGE LAYOUT

This is an avenue through which you can set up your page to your desire, such as paper size (A4 size, legal size, A3 size, custom size etc.), you could as well set-up your paper how you want it to be positioned under the paper orientation such as (Portrait and Landscape)

- Point to layout menu
- Click page setup
- On the dialog box that appears, you specify your setup of either A4, Legal size, Portrait and Landscape.
- Click Ok

HOW TO SELECT MORE THAN ONE OBJECT AT A TIME

- Point to pick tool
- Click on the first object
- Hold down your shift key
- Point to the second object and click
- Then release your mouse and go ahead to apply command.

HOW TO ROTATE OBJECT OR TEXT BY USING MOUSE

- Double click on the selected object.
- The highlight button turns to double headed arrows.
- Position the mouse pointer on one of the arrows until it turn to cross sign.
- Drag in a circular motion or form around the object or text to your desired taste.

Note that as you drag, the outlines are replaced by a dotted rectangle and the status line will always show the rotation angle.

- Select the object or text
- Point to Arrange menu
- Click on Transformation
- Point to rotate, a dialog box will appear.
- Select or type the level of degree you want to rotate from the dialog box
- Click apply or apply to duplicate

HOW TO SKEW OBJECT(S)

- Double click anywhere on the selected object, the handles turn to double headed arrows.
- Hold down any of the middle or bottom arrow to drag or skew the object horizontally and also hold down the side arrows to skew the object vertically.
- Drag to the desired direction.
- Release the mouse button to complete the process.

OR

- Select the object or text/point to Arrange menu,
- Click on Transformation
- Point to skew
- On the dialog box that appears, select or type the level of degree you want to skew from the dialog box
- Click on apply to duplicate.

STRETCHING AND SCALING OBJECT(S) USING THE MOUSE

With CorelDraw, you can conveniently re-size either proportionally (scale) or in different vertical and horizontal proportions (stretch). A mirror image can also be created by flipping it across the imaginary line through the centre of the object.

You can also level original object behind while scaling, stretching and mirroring object(s).

TO STRETCH OR SCALE AN OBJECT USING THE MOUSE

- Select the object you want to scale or stretch
- Hold to the desired direction.
- Drag to the desired direction.
- Release the mouse button.

OR

- Select the object or text
- Point to Arrange menu
- Click on Transformation
- Point to scale/stretch and click
- Type the level of degree you want to stretch/scale from the dialog box.
- Click on apply to duplicate.

HOW TO MIRROR AN OBJECT

- Select the object or text you want to mirror
- Point to Arrange menu
- Click on Transformation
- Point to scale

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- On the dialog box that appears, select or type the level of the object you want to mirror
- Click on the mirror tab.
- Click on apply to duplicate.

CREATING A NEW DOCUMENT

New document can be created in the following ways:

- Click file on the menu bar
- Click new
- Click blank document
- Click on Ok.

SAVING FOR THE FIRST TIME

- Point to file on the menu bar
- Click save
- In the file name box, type a name and click save/ok.

FREQUENT SAVING

- Press CTR+S on the keyboard.
OR
- Click file on the menu bar
- Click Save

TO OPEN EXISTING DOCUMENT

To open a document you work on before,

- Click file on the menu bar
- Click open
- Type or select the name of document you want to open.
- Click OK.
OR
- Press CTR+O on keyboard.

CLOSING DOCUMENT

Click file on the menu

Click close.

LESSON FOUR

HOW TO ROUND OR CURVE THE CORNER OF A RECTANGLE

- Select the rectangle drawing
- Select the shape tool
- Hold down any of the highlighting button to angle 90
- Drag it inside to your desired taste.

- Release your mouse button.

HOW TO OUTLINE AND FILL OBJECTS

When you add an object to a drawing, it is automatically given a set of default outline and fill attributes. These vary with the type of object and can be changed using the outline and fill tool.

HOW TO FILL AN OBJECT

Object(s) can be filled either from the colour palette or from the fill tool menu. You can fill object with uniform colour fountain, two colour fill etc. Let's see how to fill object with fountain colour. To fill object with uniform colour, you can use the on-screen colour palette or the uniform fill dialog box.

- Select the object
- Select the fill tool box
- Click on fill colour, fill fountain colour, pattern fill colour, texture fill colour, etc.
- Select your desired colour on either one of the above.
- Click OK.

HOW TO OUTLINE AN OBJECT

- Select the object you want to outline
- Select the outline tool from the tool box.
- Point to outline pen dialog box
- Click on style and select the line you want to use
- On colour, select the colour you want to use.
- Click OK

HOW TO DRAW NNPC LOGO

To draw NNPC logo simple,

- Move your mouse pointer to ellipse symbol and click
- Move the mouse to printable page and click
- Then press CTR+SHIFT and drag the mouse to any size to achieve the perfect circle.
- Draw a rectangular box across the circle
- Click edit
- Click select all object
- Click arrange
- Click align which is on arrange menu on the menu bar
- Click center vertical and center horizontal then click OK (press C)
- Move your mouse pointer to the rectangular box and double click automatically, the mouse pointer will change to rotate symbol
- Move your mouse pointer to rotate symbol

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- Press the mouse down
- Move the mouse either to left or right and press the two buttons on the mouse down to duplicate the object, and release your hand from the mouse.
- Press CTRL+D (five times) for line to duplicate the object.
- Click on the Edit menu on the main menu
- Click/select ALL to highlight all the object
- Click Arrange menu on the main menu
- Click shaping
- Click weld.

Automatically, your object or logo will turn to NNPC Symbol

FIXING TEXT TO PATH

After typing, it normally rests on an imaginary straight line called the baseline. While you cannot edit or change the baseline, you can fit it along with text to path of any shape. You can use an ellipse, rectangle, line and curve as the path.

- Draw the path object
- Type out the text
- Select the text and the object
- Point to text menu and click
- Select Fit Text To Path
- Text automatically surrounds the path

LESSON FIVE

TO CONVERT A VECTOR TO BITMAP

- Select the object with pick tool
- Click bitmaps and click on convert to bitmap
- Choose the colour mode to be saved with the bitmap from the colour list box
- Enable one or more of the following check boxes: *diffused*, to improve the background of bitmap transparent and colour profile, to apply the current colour profile.
- Choose a resolution from the resolution list box.
- Enable one of the following buttons in the anti-aliasing section to filter a bitmap and remove jagged edges: *smoothing transition of gray*, *there super sampling*, *increase the size of the vector image* and then decrease its resolution to smooth jagged edges. As a result, it is much more time consuming and memory intensive than the normal option but also provides much better result.

- Click Ok.

HOW TO TRACE BITMAP

- After converting the object (vector) to bitmap
- Select the object you want to trace
- Click bitmaps, convert to bitmap
- Point to trace bitmap and click
- Trace bitmap window will appear
- Click on trace menu
- Select your option of choose
- Click save
- Then return back to the main window
- Left click and drag to obtain your trace.

LESSON SIX

HOW TO CREATE SPECIAL EFFECT

Core Draw “Effect Menu” contains powerful commands for manipulating objects or text.

This includes:

1. Perspective
2. Envelop
3. Blend
4. Extrude
5. Contour
6. Power Line

PERSPECTIVE COMMAND

It puts a bounding box with handles at each corner around the selected objects and creates one or two point i.e one point perspective is more or less lengthening or shorting one side of an object perspective bounding box to create the impression that the object is receding from view in a single direction.

HOW TO ADD PERSPECTIVE TO AN OBJECT

- Select the object
- Point to Effect Menu and click
- A dialog box is display, select the desired pattern
- Click OK.

ENVELOP COMMAND

This command is used to distort the shape of an object by manipulating the bounding box that contains the object. It can be applied to any other object with the exception of the bitmap objects.

When the command is issued, a roll-up controls appears and contains.

Add New: it is used to add regular envelope with eight handles.

Add Press: when clicked on, it displays pre-shape envelopes to select from.

Create from: Displays a special pointer that lets you create an envelope based on the shape of the object selected and must be a single curved object.

Editing Mode Button: it is used to examine how the envelope can be re-shaped. You can switch the Editing Mode with the three modes. You can move handles at a time.

Either horizontally or vertically, with the fourth mode have control points that can be used.

Mapping Modes: it is used to determine how the object is fitted to the envelope. It has options of original, putty, vertical, horizontal and text.

Keep line: it is used to stop Corel Draw from converting straight lines to curves.

Reset envelope: it is used to undo and changes to envelope.

Apply: Applies envelope to the selected object.

HOW TO CLEAR ENVELOP

- Select the object
- Point to effect menu and click
- Dialog box is displayed, point to choose envelope styles of your choice
- Click on Apply

HOW TO COPY ENVELOP TO ANOTHER OBJECT

- ❖ Select the object you want envelope to be copied
- ❖ Point to Edit Menu and Click
- ❖ Point to choose Copy Envelope and click
- ❖ An arrow is displayed (telling the user from envelope)
- ❖ Point to the object you intend to copy envelope to (click)

BLEND COMMAND

This command is used to blend (mix) two objects through a series of intermediate shapes. Controls in the Blend Roll-Up window allow the user to specify the number of intermediate shapes created and range of color blended. You can also blend object to path.

- ❖ Blend steps/Spacing. Used in selecting the number of intermediate shapes you desired to blend.

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- ❖ Rotate. Use to rotate the intermediate object around a point which is half way between the start and end object center of rotation.
- ❖ Colour Wheel. Displays a colour wheel and options for specification how the colour will be blended.
- ❖ Show start: Select the start object in the selected blend.
- ❖ New start. It displays a special mouse pointer for selecting a new start object.
- ❖ Blend on Path. Display a menu with commands for blending object along a path and they are:

Procedure

- ✓ *Select the two objects*
- ✓ *Point to Effect Menu (click)*
- ✓ *Point to choose Blend Roll-up (Click)*
- ✓ *Dialog box is displayed, make your specification or options*
- ✓ *Click on apply Button.*

TO CLEAR INTERMEDIATE BLEND SHAPES

- ✓ *Select the Object*
- ✓ *Point to Effect Menu (Click)*
- ✓ *Click on clear Blend.*

EXTRUDE TOOL- UP COMMAND

Depth: it is used to specify the type of extrusion you desired to create and also give the user room to apply the level of distance you want to extend the extrude surface.

Small: Back Box: it is used to select the type of extrusion you desired to choose, e.g. small back and Big Back, small and big front.

Scale: it is used to control the depth (Range) of the extrusion surface (i.e. how they will be projected from the extrude object). It is only applied to perspective extrusion (we have two types of extrusion: Perspective and parallel extrusion). The extrude surfaces can be made to approach or recede from the vanishing point while parallel extrusion. The lines of the extrude surface are drawn parallel to one another. This feature appears when you choose on the extruded object, of which you can use to manipulate the object.

Rotation: Display controls for rotating the object in three dimensional spaces. Click on the arrows to rotate the object in the direction you want. Click/X to return the object to its original orientation.

Lighting: Display controls for adjusting the intensity source. The sphere inside the wire frame box represents the extruded object. Intensity adjusts the object shading to simulate the effect of varying the amount of light directed at the object.

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Coloring: it display the control for coloring the extruded surface, it has option of: use object fill: if fills the surface with the object's colour from displayed dialog box.

Shade color: fills the surface with a blend between two colour select the colour from the palette displayed when you clicked on the colour.

Edit: when clicked upon it displays the selected object in editing pint for interactive positioning.

Apply: Applied as the command that has been indicated based on the object.

Procedure

- ✓ Select the object to Extruded (click)
- ✓ Point to effect Menu (click)
- ✓ Point to Extrude (click)
- ✓ Dialog window is displayed, make your specifications, i.e depth, rotate, solid & two colour.
- ✓ Point to Apply (click)

HOW TO SEPARATE TWO OBJECTS

- ✓ Select the object(s)
- ✓ Point to Effect Menu
- ✓ Choose the Un Group command
- ✓ Automatically applied it.

TO GO

Assist the user to indicate the number of page he desire to access. in a situation where by you have allot of pages on your document, maybe they are up to 50 pages and you want to access page 30 without wasting much time, do the following:

Procedure:

- ✓ Point to Edit Menu (Click)
- ✓ Point to Go To (Click)
- ✓ Dialog Box window is displayed there indicate the number of page you desired to access
- ✓ Point to OK (Click)

HOW TO COPY OR DUPLICATE AN OBJECT

- ✓ Select the object
- ✓ Point to Edit Menu (Click)
- ✓ Point to Choose Duplicate (Ctrl D)
- OR
- ✓ Select the object
- ✓ Point to Edit to Menu (Click)

- ✓ Point to Choose Copy (Click)

MAKING LAYER OR TEXT VISIBLE

That is when a text is placed on a background or layer and such text is not visible or hiding at the back of the layer and the user want to bring such text to the front.

Procedure:

- Make sure the text is selected despite the invisibility
- Point to Arrange Menu (Click)
- Point to order (Click)

OR

Alternatively, press Shift F9 UP

BREAKING AN OBJECT APART

In a situation where by the user inset or import a symbol and you just want to use part of the object, not all and you want it separated from each other just like separating hand from the body, all you need to do is very easy to do the following:

Procedure:

- Select the object
- Point to Arrange Men (Click)
- Point to choose Break Apart (Click)
- Then, you have it broken.

SEPARATING A TEXT FROM PATH TO FIT

- Make sure it is selected
- Point to Arrange Menu (Click)
- Point to Separate (Click)
- Then the text will be separated form the path.

EXITING CORELDRAW

To exit Corel Draw page,

- = Click on file
- = Point on click OK
- = Pres ALT +F4 on the keyboard to close the document.